Create Expense Reimbursement
For Preparers and Submitters

The information contained in these instructions are for designated Preparers and Submitters. The responsibility of Preparers is to prepare Expense Reimbursements for other employees. Submitters prepare and submit Expense Reimbursements for other employees. For specific information regarding the responsibilities for a **Preparer** or **Submitter** refer to the instructions in CalATERS Work Flow and Forms Processing under the desired role on the CalATERS website.

The following provides instructions for keying an Expense Reimbursement for another person.

Note: When the Expense Reimbursement is created by a Preparer, the employee is responsible for submitting the form for approval. Included are step by step procedures for creating a new Expense Reimbursement form to request payment for travel or non-travel expenses. Creating a new Expense Reimbursement form begins at the Work Queue screen (the first screen displayed after signing in to the CalATERS system).

Note: If you wish to create an Expense Reimbursement for yourself, follow the Create Expense Reimbursement instructions located on the CalATERS website.

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I. Employee's Profile

<u>Before creating a new Expense Reimbursement</u> verify with the employee that his/her **Profile** is up to date and correct. Changes such as appointment to a new classification, change of approver, appointment to supervisory from rank & file, name or address change, etc. should be completed <u>BEFORE</u> the Expense Reimbursement is created.

WARNING: Once the initial step to create an Expense Reimbursement is executed, the system will take a "snap shot" image of the Profile information which is used to audit the form. If the Profile is inaccurate on a submitted form, you may be required to create a new Expense Reimbursement with corrected Profile information.

To view information in the employee's Profile, see section **III. Profile Information.**

II. Create New Expense Reimbursement for Another Employee

<u>Create New Expense Reimbursement</u>

For Preparers: At the top of the Work Queue screen click on the 

icon.

For Submitters: At the top of the Work Queue screen click on the 

icon.

Continued on next page

II. Create New Expense Reimbursement (continued)

When the icon is clicked, one of the following screens will display:

Prepare form for

The **Prepare form for** screen will appear. Click on the name of the person for whom you will be creating the Expense Reimbursement, then click 

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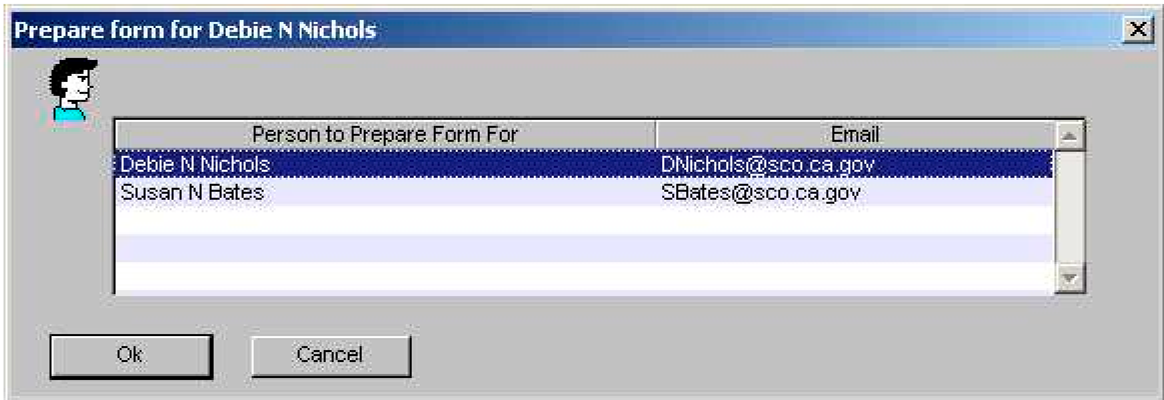
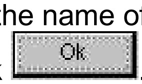


Submit form for

The **Submit form for** screen will appear. Click on the name of the person for whom you will be creating the Expense Reimbursement, then click 

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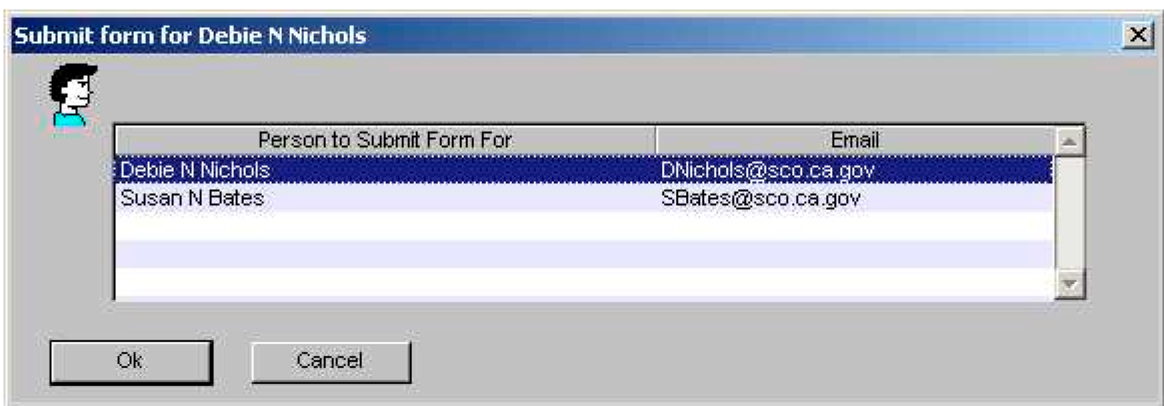

<u>Employee is Not on Preparer or Submitter List</u>

If the employee's name does not appear on the Prepare Form For or Submit Form For screen, the employee has not updated their Profile designating you as their Preparer or Submitter. To designate you as their Preparer or Submitter, they must update their Profile following the instructions in <u>Update Your Profile</u>, <u>Assign a Preparer</u> or <u>Assign a Submitter</u> on the CalATERS website.

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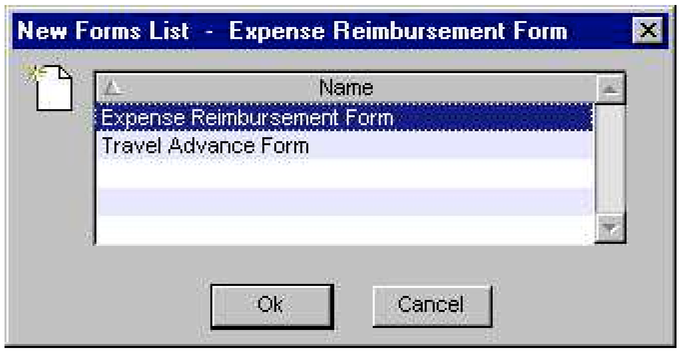
II. Create New Expense Reimbursement (continued)

New Forms List

If your department does not allow Travel Advance requests on CalATERS, this screen will not appear, skip to the next section **Report Name and Claim Type**. If your department allows both Travel Advance and Expense Reimbursement requests on CalATERS, the following selection screen will appear.

Click on **Expense Reimbursement Form**, then click the Ok button.

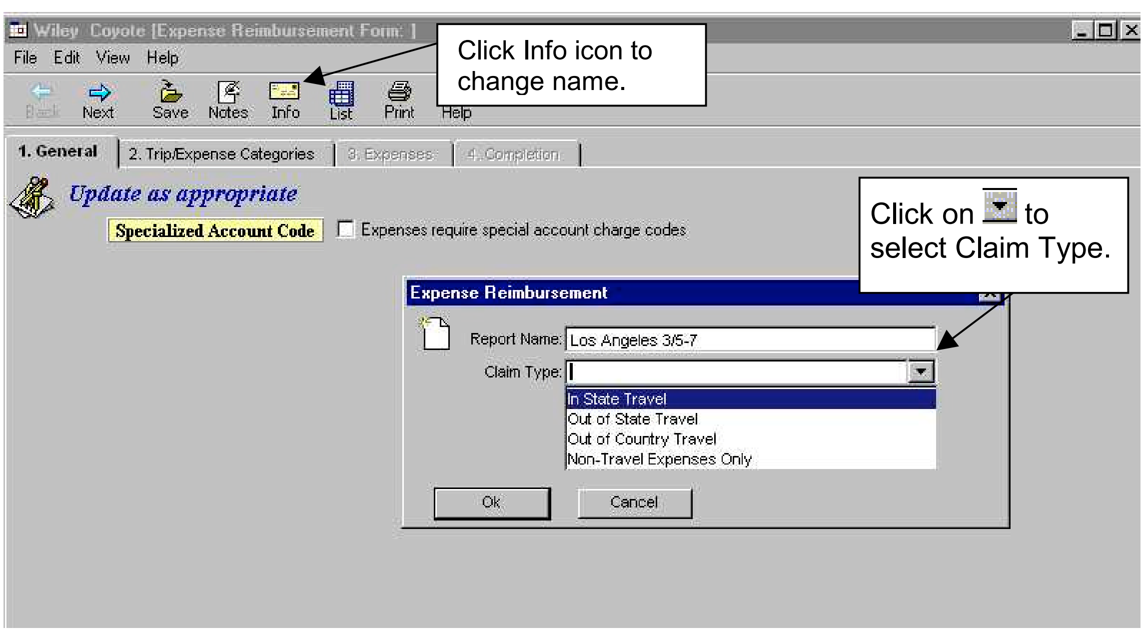


Report Name and Claim Type

Key a name for the trip/expense in the **Report Name** field. This will be the name that appears on the Work Queue.

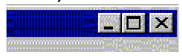
Move the cursor to **Claim Type** and click the button. Click on the type of claim. (For definitions of Claim Types, click on **Definitions** from the CalATERS website).

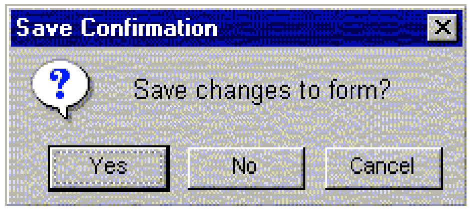
Click the Ok button. Once this information is updated, it can be viewed or changed by clicking on the Info icon.



II. Create New Expense Reimbursement (continued)

Exit and Save Expense Reimbursement Form

An Expense Reimbursement form can be saved at any time during the completion of the document. To Exit, from the Menu Bar, click **FILE** then click **Close** or from the top right hand corner, click on the box with the **X**  . A Save Confirmation box will appear:



Click on **Yes** to save the changes. This action will take you back to the Work Queue. The Expense Reimbursement will be saved on the Work Queue as a **Draft**, which can be reopened and completed.

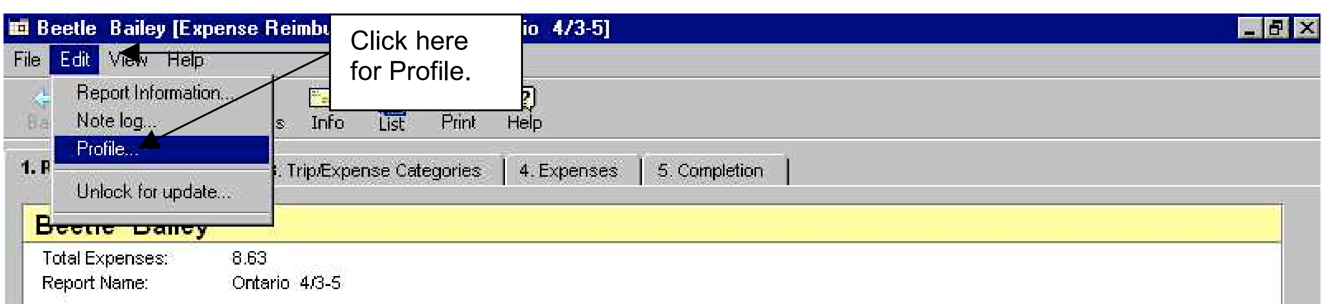
III. Profile Information

The employee's Profile information used for this Expense Reimbursement is viewable from any screen within the Expense Reimbursement request. The system will take a "snap shot" image of the employee's Profile at the time the Expense Reimbursement is created. The system uses the information on the "snap shot" image of the employee's Profile to audit the form. Updates to the Profile will not change the "snap shot" image attached to forms once they are created.

If Profile information that impacts the auditing of the form is inaccurate, the form must be returned or disapproved and the Profile must be corrected. A new form must then be created with the updated Profile information.

To access the employee Profile, click on **Edit** from the **Menu Bar**, then click on **Profile**. The the "snap shot" of the Profile attached to this form will display.

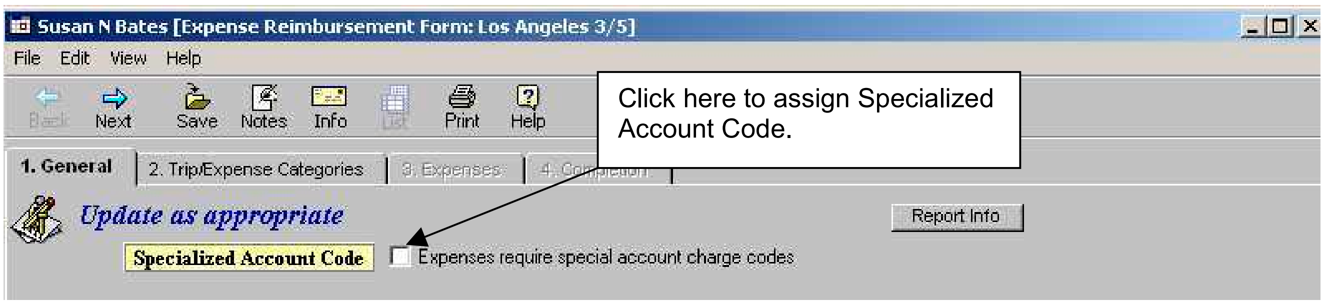
Specific information regarding the Profile can be found in the View User's Profile instructions on the CalATERS website.

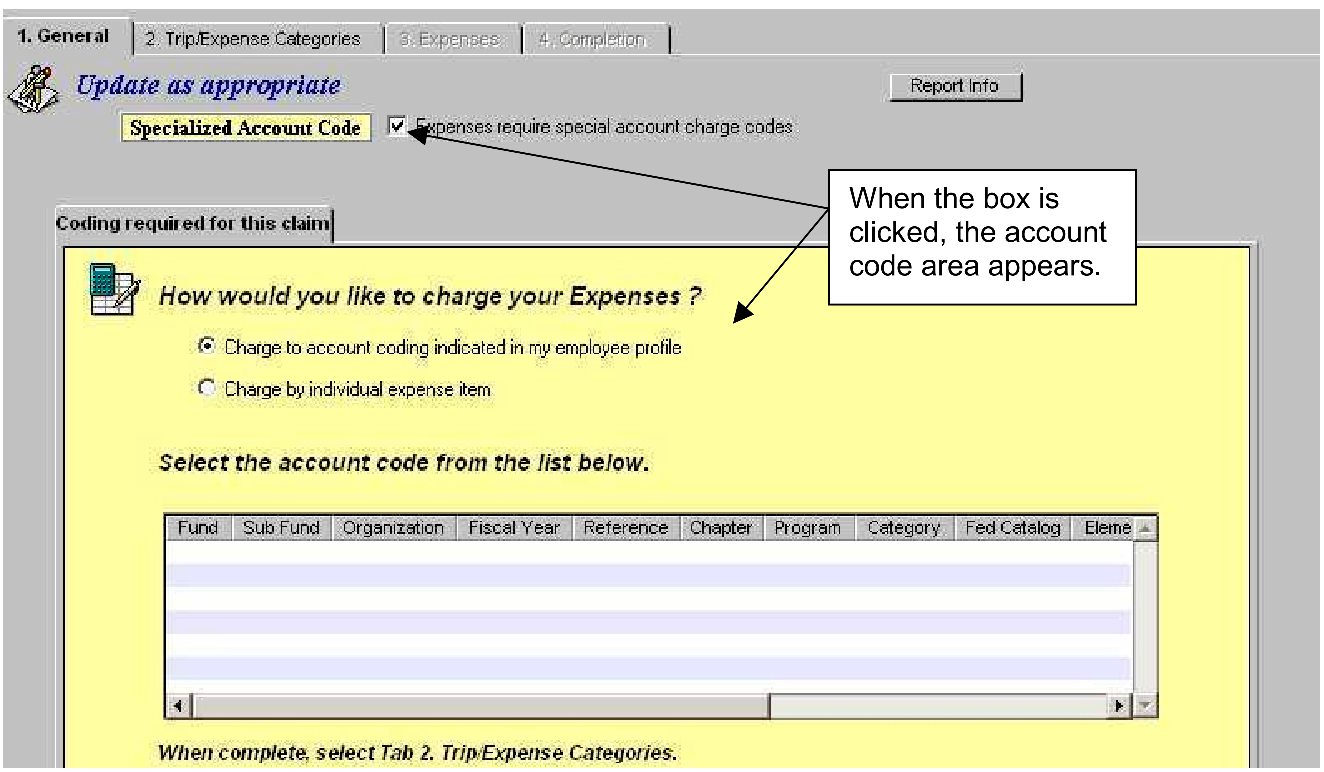


IV. General Tab

You are now on tab **1. General**. Several tabs will display under the icons. The tab with the bold black lettering identifies the screen that is displayed. Tabs that are not highlighted (words are gray) cannot be accessed. Clicking on a tab will make the next tab available for access. In some instances, the next tab can not be accessed until action is taken on the displayed screen.

On the **1. General** tab is a field titled **Specialized Account Code**. By default, expenses are charged to the Account Code indicated in the employee's Profile. The Specialized Account Code field is clicked when the expenses are to be charged to codes that are different than in the **Profile**. If the expenses will be charged to the account codes in the employee's Profile, skip forward to section **V. Note Log for Comments**.





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IV. General Tab (continued)

Specialized Account Code

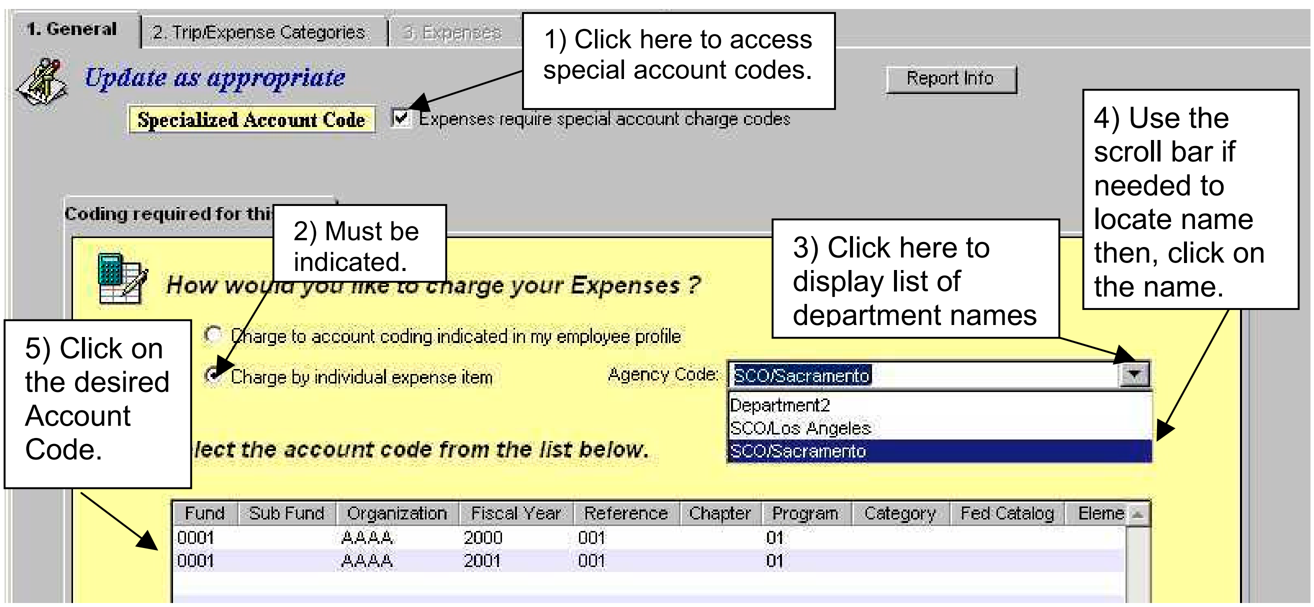
Specialized Account Coding can be selected when creating the Expense Reimbursement. The code can also be assigned or changed by the Accounting Office.

When the Specialized Account Code box is selected, the system will not use account code information from the Profile. Account code information is provided by selecting the High Level account codes from tab **1. General** tab (instructions below) combined with the Detail Account Codes (e.g., Index, PCA, etc.) that are assigned on tab **3. Expenses** (see section **VIII. Specialized Account Codes**).

Assigning a Specialized Account Code to the Expense Reimbursement:

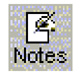
1) Click on the field titled **Specialized Account Code**. The **Specialized Account Code** fields will display.
2) Click on the button for **Charge by individual expense item.**
3) In the **Agency Code** field click on the down arrow. A list of department names will display.
4) Using the scroll bar on the right side of the listing, locate the correct department name and click on it. **Note:** Some departments may have more than one name listed.
5) A list of department account codes will display. Click on the appropriate Account Code with the applicable fiscal year.

Click on tab **3. Trip/Expenses Categories**.



V. Note Log for Comments

The Note Log function is a multi-purpose feature. Notes may be used by to provide additional information about the Expense Reimbursement request. Notes can also be used by approvers to provide additional detailed information regarding the reason a form has been adjusted, returned, etc.

To access the Note Log functions click on the 

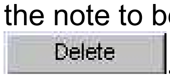
icon. Notes can be accessed and updated from any screen within the form.

To Add a Note:
1) Type in the **Subject** (if a change is desired).
2) Type in the desired information in the **Comment** area.
3) Click on 

.

To Modify a Note (only the creator can modify a Note)**:**
1) Click on the note to be modified.
2) Type in the corrected information in the **Subject** and/or **Comment** area.
3) Click on 

.

To Delete a Note (only the creator can delete a Note)**:**
1) Click on the note to be deleted.
2) Click on 

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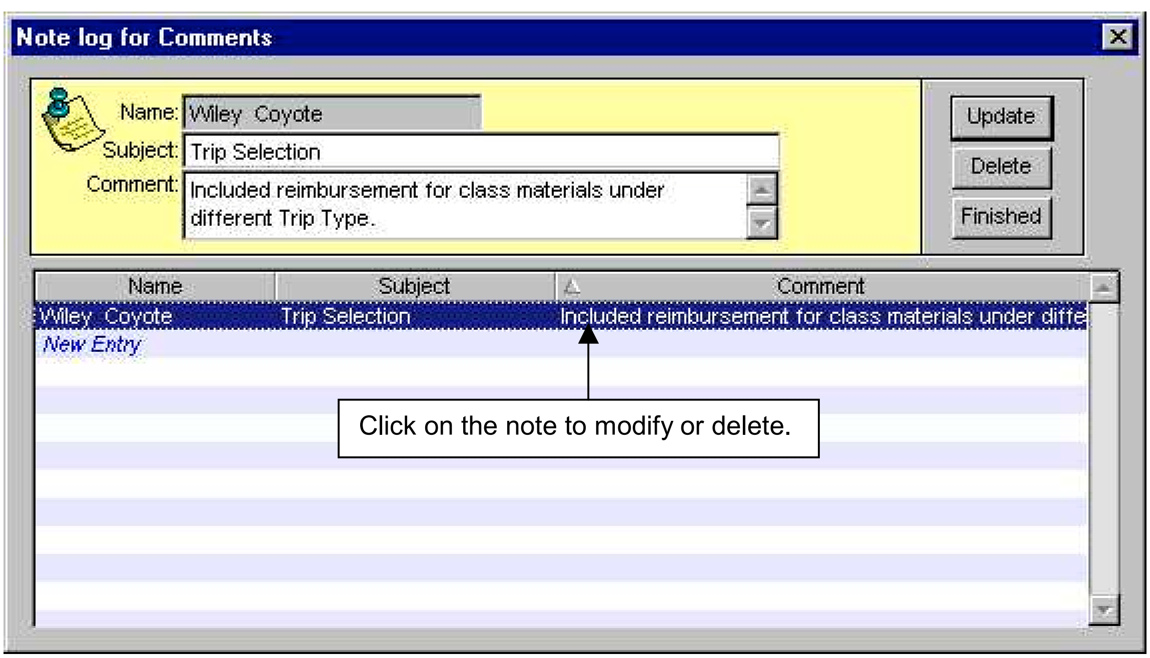
When all Notes have been updated/deleted, click on 

.

Go up to and click on tab **2. Trip Expense Categories**.



VI. Trip Expense Categories Tab

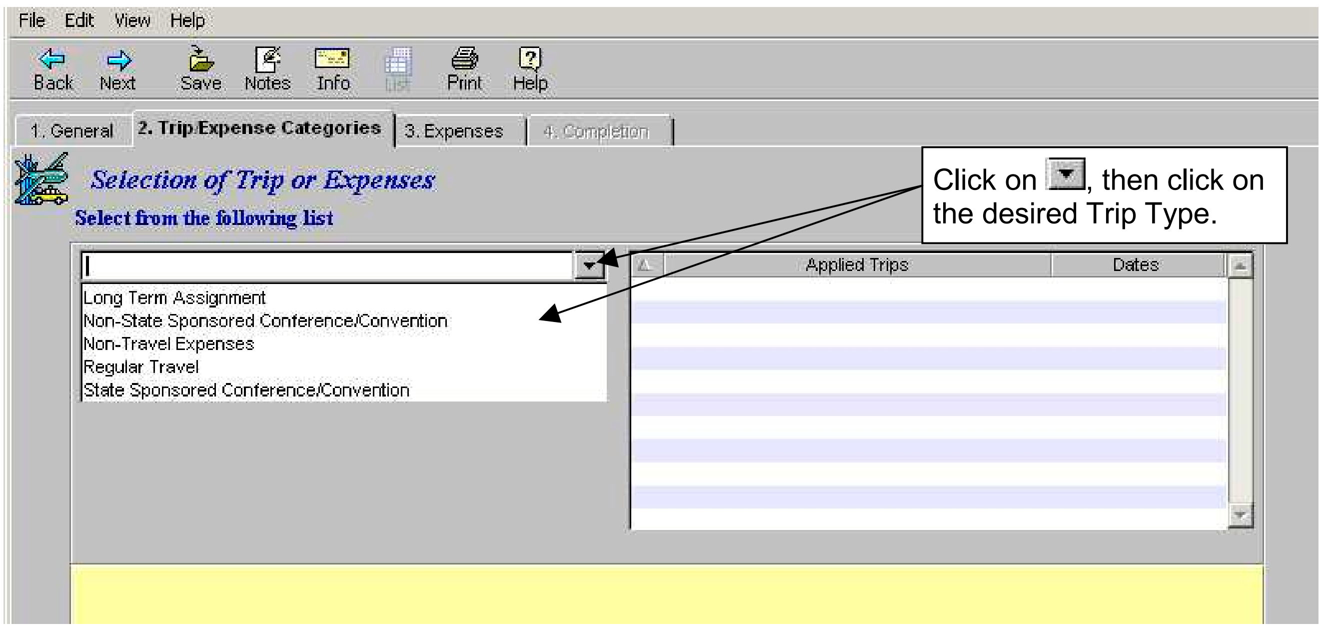
Creating a Trip or Non-Travel Expense

On tab **2. Trip Expense Categories**, select the type of trip(s) being claimed.

Click the down arrow button and a list of Trip Types will display. (For definitions of Trip Types, click on the button titled **Definitions** from the CalATERS website).

Click on the type of trip or non-travel expense being requested.

Note: Four trips (same trip types or different trip types) can be applied to one form. If more are required, an additional Expense Reimbursement form must be created and submitted.



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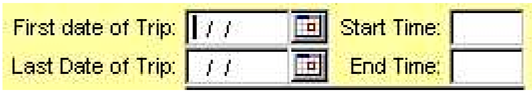
VI. Trip Expense Categories Tab (continued)

Complete information in the bottom half of the screen for the displayed fields. Note: fields displayed are based on trip type. Not all fields noted below will display.



First Date of Trip and **Last Date of Trip** key the two-digit month, day and year or click on the calendar button next to the fields.

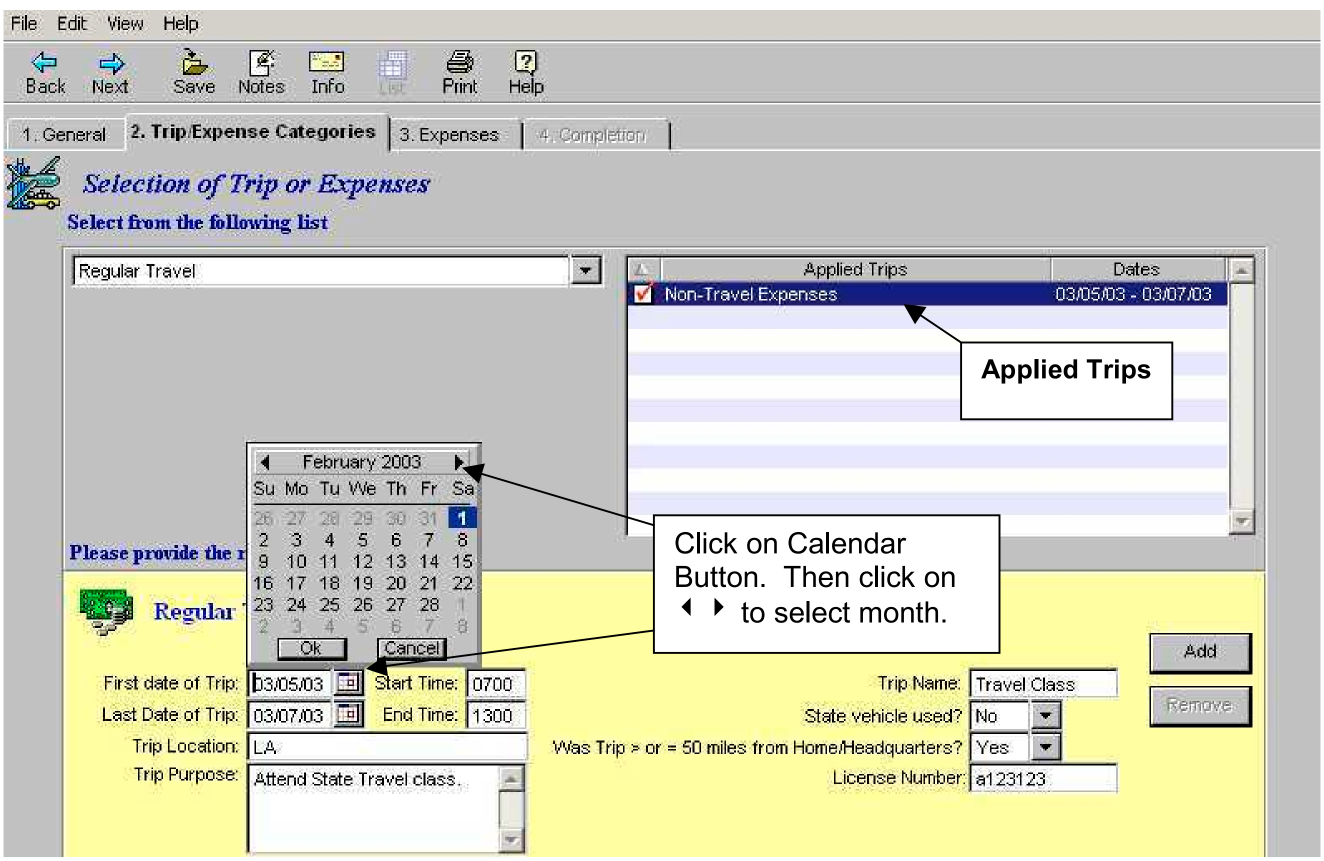
When using the calendar button, clicking on the arrows ◄ ► next to the calendar month, will display the month before (◄) or after (►). See example below. Select the month, then click on the calendar date.

For the **Start Time** and **End Time**, key the time using the 24 hour clock (e.g., 9 AM = 0900, 5:45 PM = 1745).

Key applicable fields:

- Trip Location
- Trip Purpose
- Trip Name (name and/or dates)
- Travel Authorization Document Number
- Trip Number
- State Vehicle Used (yes or no)
- Was Trip > or = 50 miles from Home/ Headquarters? (yes or no)
- Was a meal provided at the conference/ convention (yes/no)
- License Number (if private car is use)

When all applicable fields have been completed, click Add. The Trip Type will be displayed in the **Applied Trips field** or a **Review Items-Exceptions** screen will display (see next page).



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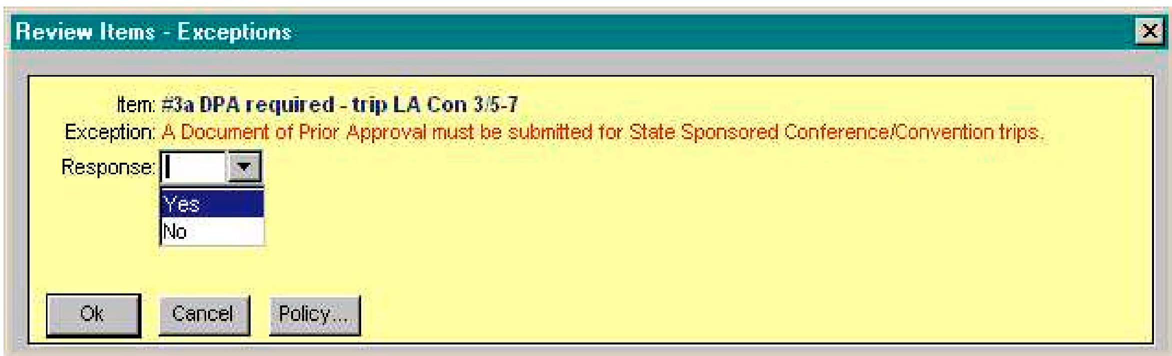
VI. Trip Expense Categories Tab (continued)

<u>Review Items and Exceptions (for the Trip Type)</u>

The **Review Items-Exceptions** screen will display when additional information is required. At the **Response** field, click the down arrow and select **Yes** or **No.** When **No** is selected, the **Why** field displays, provide a reason, then click Ok. The trip will be added to the list of **Applied Trips/Dates**. A Detail button Detail... will appear under the **Update** and **Remove** buttons. Clicking on this button will reopen the **Review Items-Exceptions** screen and changes can be made if needed. To update and exit the Review-Items screen, click Ok or to exit click Cancel.

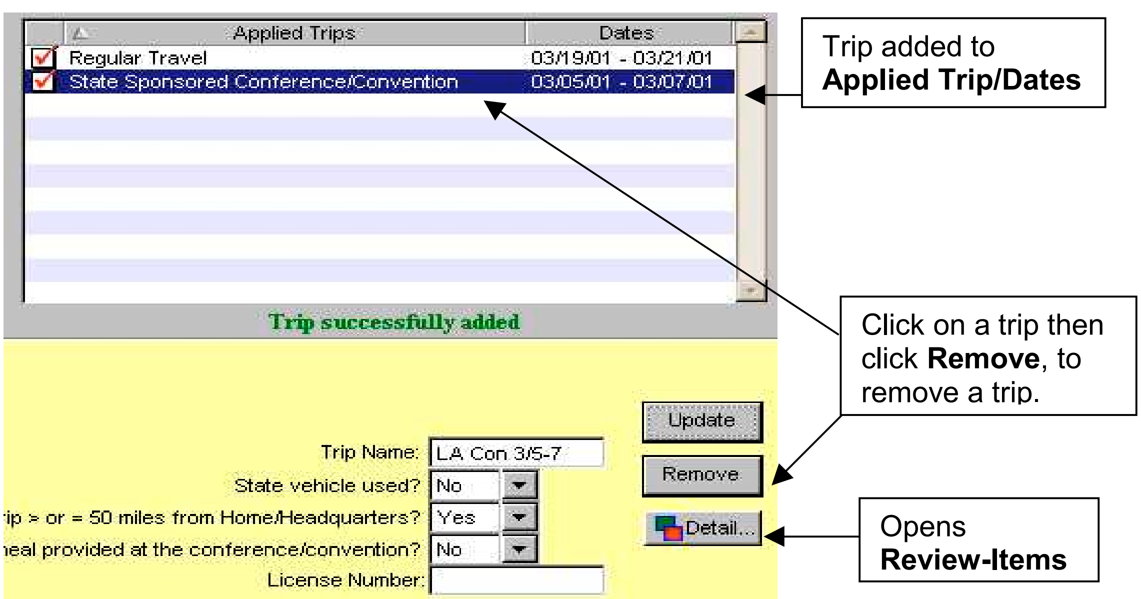
The Policy... button states the policy associated with the requested trip.



<u>Adding or Deleting a Trip or Non-Travel Expense</u>

To Add another trip/non-travel expense, repeat the above step.

To Delete a trip/non travel expense added in error, click on the trip/non travel expense in the **Applied Trips/Dates** area, then click on the Remove button.

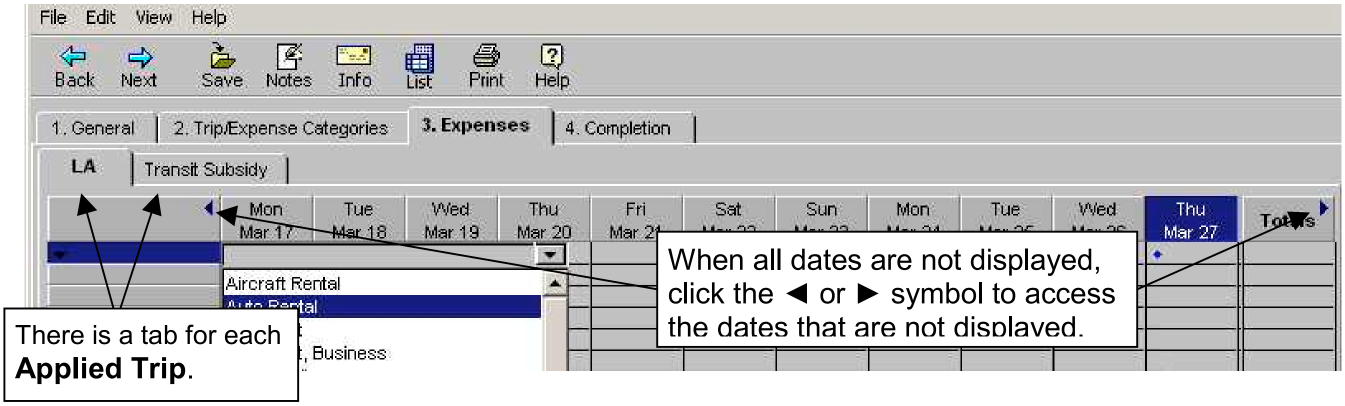


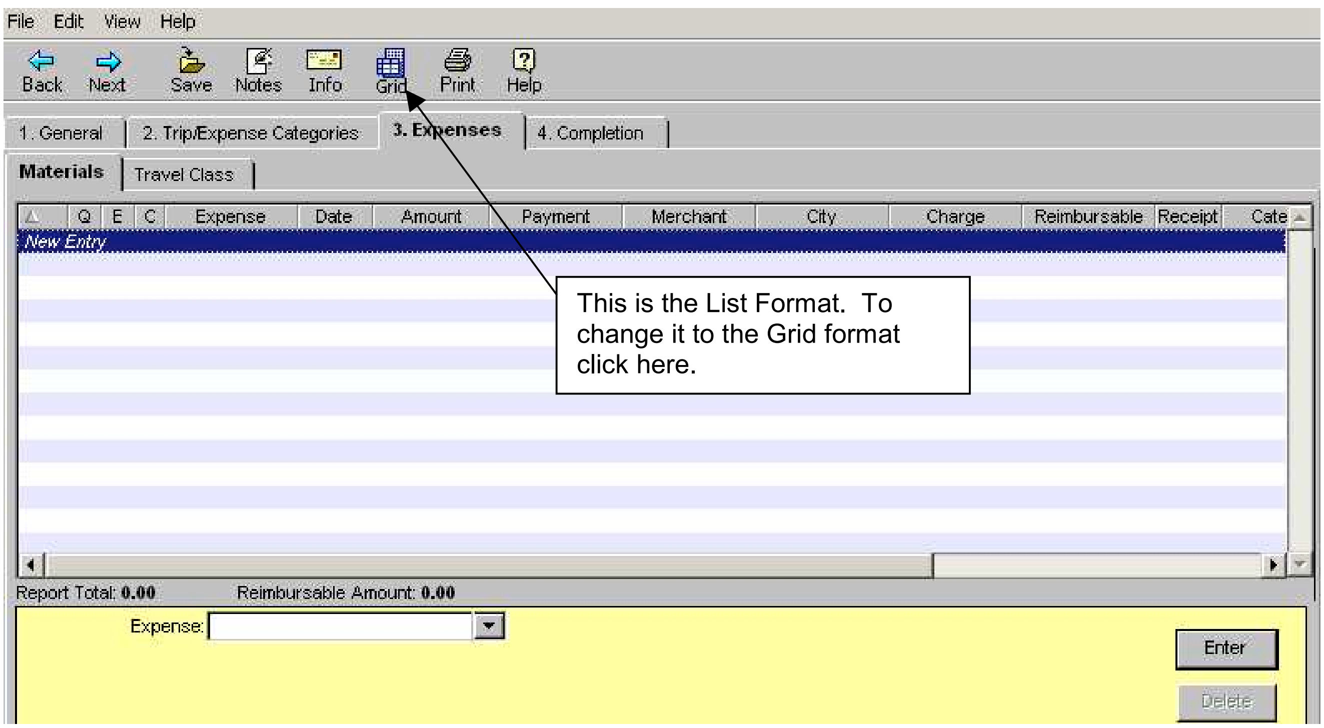
When all trips/non-travel expenses have been listed, click on tab **3. Expenses.**

VII. Expenses Tab

In tab **3. Expenses** you will find a tab for each of the **Applied Trips** from the previous screen. There are two formats available, **Grid** or **List**. The instructions provided in this section will use the **Grid** format.

Note: On the far right side of the grid is the field titled **Totals**. When a ► symbol appears, click on the ► to access the dates not displayed on the grid.





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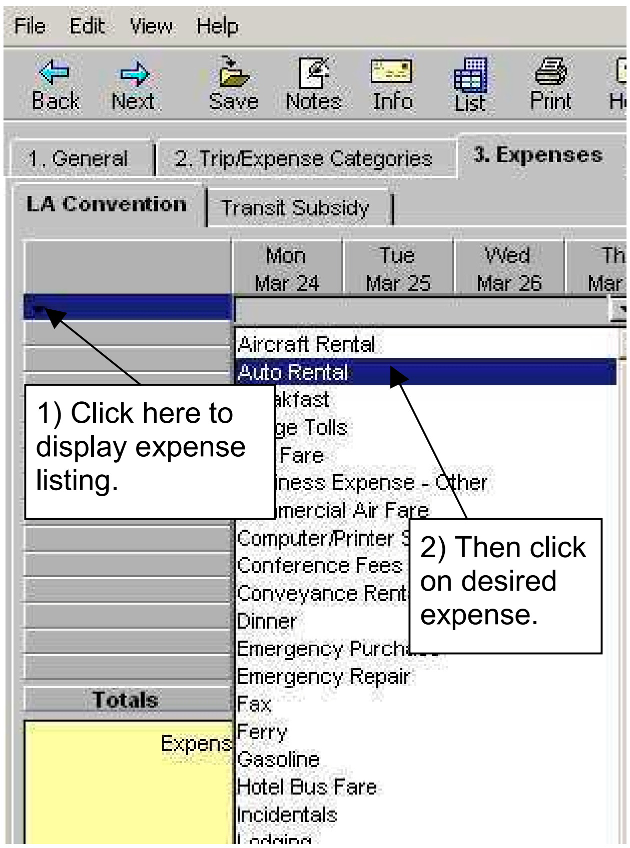
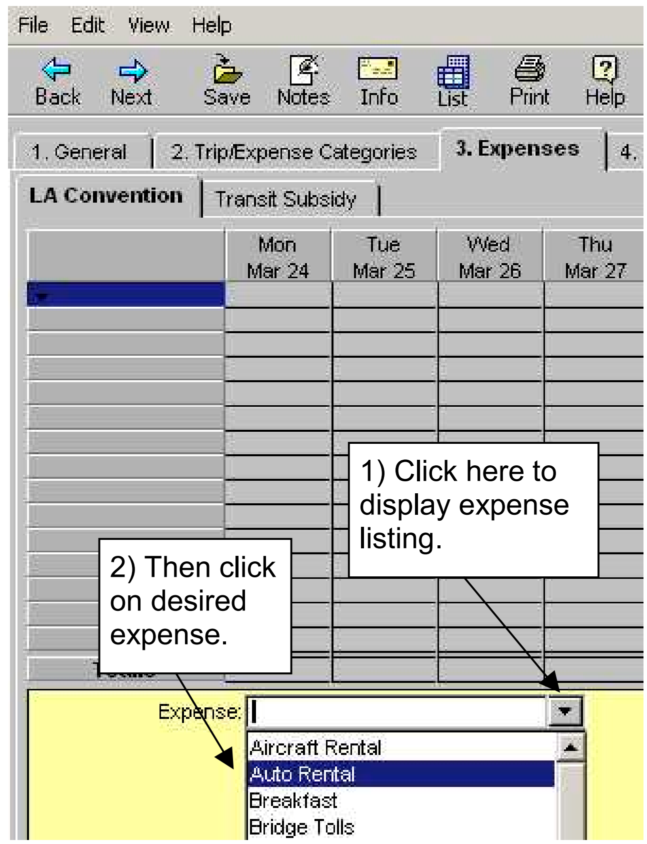
VII. **Expenses Tab** (continued)

Selecting an Expense

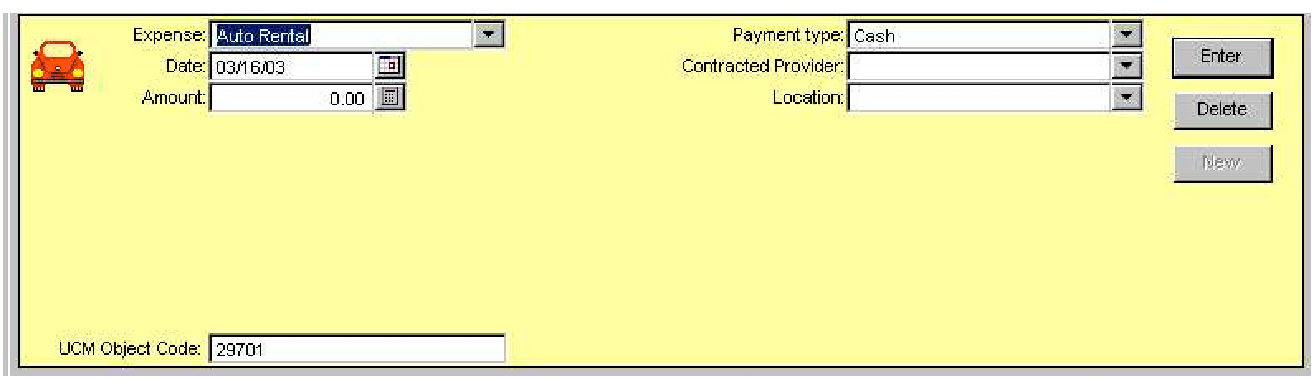
There are two ways to access the list of expenses. Click on the down arrow ▼ on the top left of the grid or on the down arrow ▼ to the right of the **Expense** field, then click on the desired expense. (For definitions of Expenses, click on **Definitions** from the CalATERS website).

The list of expenses display based on the Trip Type requested and the CBID (i.e. bargaining unit) identified in Profile attached to this form.





Once an Expense is selected, the required fields will display on the bottom of screen:



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Completing Expense Fields

Once the expense item is selected, fields requiring information will be displayed on the lower half of the screen. Complete the information in the fields. If an incorrect expense is selected, click on the expense list and select the correct expense, _the incorrect expense will be removed by the system after accessing another tab_.

Verify and change the **Date** field, if needed, by keying the date in the field or by using the calendar button.

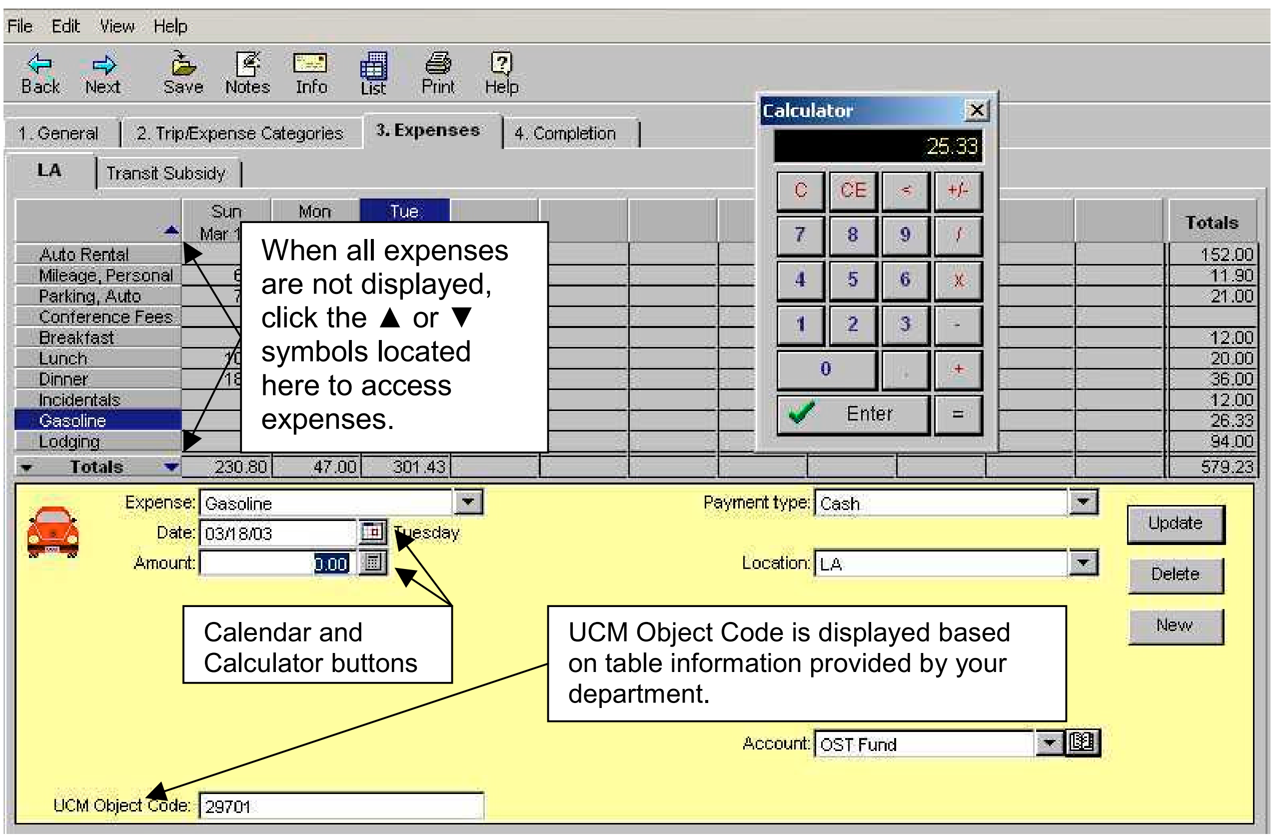
Key an amount in the **Amount** field or use the calculator button. When clicked, it will display a calculator that can be used to assist you in entering or calculating the amount. Once the amount is determined, click Enter on the calculator.

UCM Object Code field - is automatically displayed based on a table with codes submitted by your department. This field is verified by your accounting office and can be modified.

Information regarding the **Account** field is explained in section **VI. Detail Account Codes.**

When all information for the expense is keyed, click on the Enter button. The expense amount will now display on the grid. Select the next row to enter another expense.

On the far right side of the grid is the field titled **Totals**. When a ▸ symbol appears, click on the ▸ to access the dates not displayed on the grid.



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VII. **Expenses Tab** (continued)

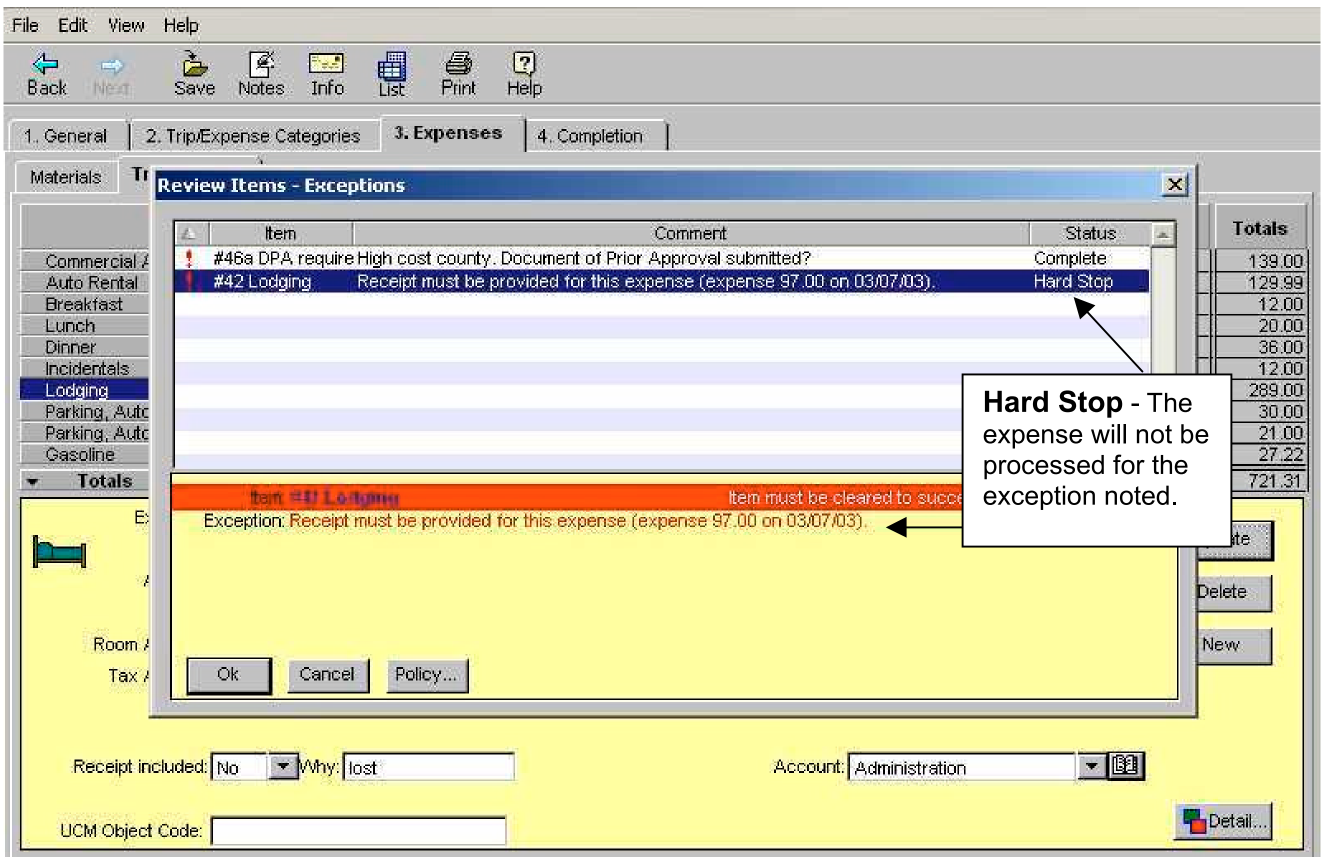
Review Items and Exceptions (for individual expenses)

Some expense items may exceed regular expense limits or require additional information. The **Review Items-Exceptions** screen will appear, displaying review items and/or exceptions. In some cases a reason will be required. Some messages will not allow the form to be completed without clearing the condition (see example of Hard Stop below).

Complete any fields at the bottom of the **Review Items-Exceptions** screen, then click Ok.

If the condition can not be resolved (e.g., Hard Stop) by changing the information on the Expense Grid or deleting the expense from the form, exit the form (see instructions in **Exit and Save Expense Reimbursement Form** section) and contact your supervisor or Help Desk for assistance.

The Policy... button states the policy associated with the expense.



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VII. **Expenses Tab** (continued)

<u>Copying, Changing and Deleting Expenses</u>

When the same expense occurs on multiple days (e.g., breakfast), you can copy the information from that expense to other dates without re-keying the information. To **copy** the information:

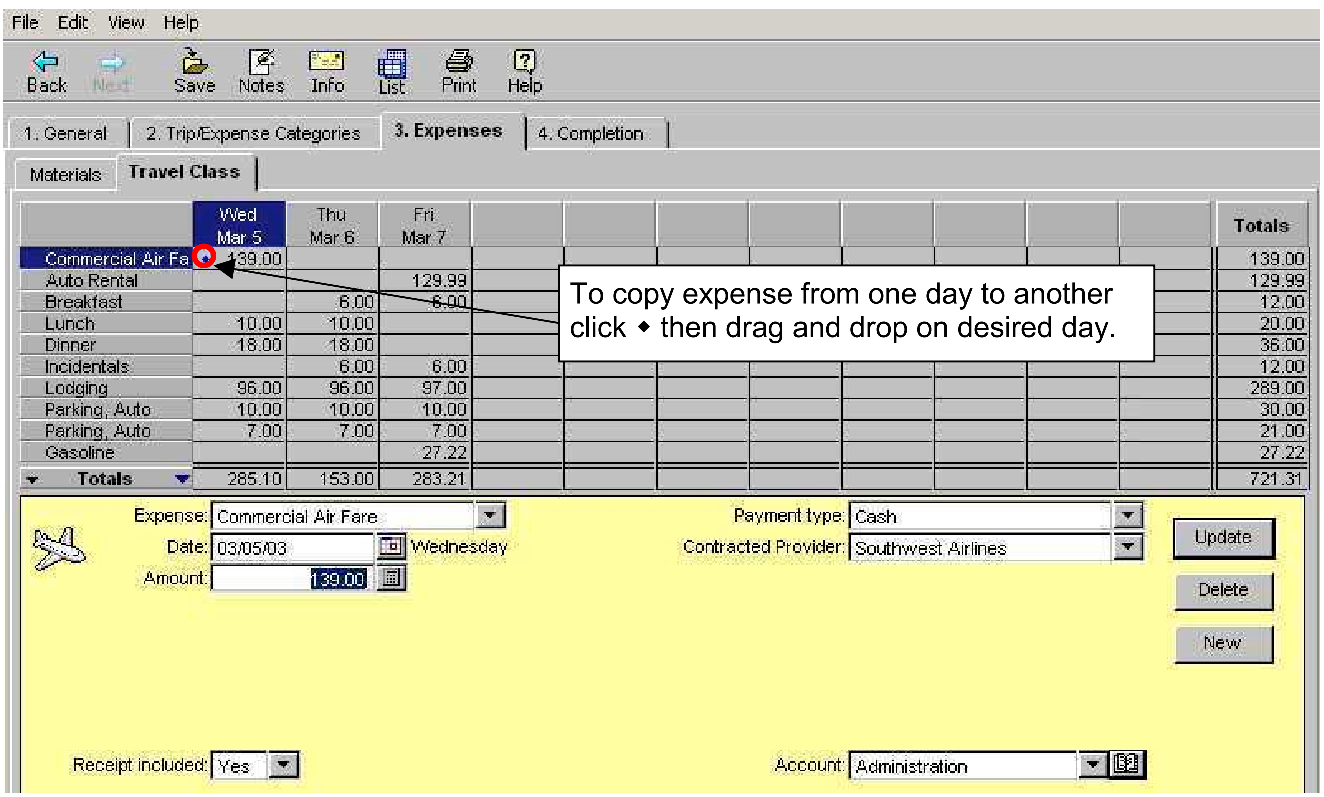
> After entering the expense information, go to the spreadsheet cell where the amount is displayed. In front of the amount is a blue ◆ symbol. Click on the ◆ and hold down the left mouse button; drag and release the mouse button in the cell where you would like the same expense copied.
>
> **OR**
>
> After entering the expense information, click on the spreadsheet cell where the amount is displayed. Right click on your mouse, then click on **Copy**. Click on the date where the expense is to be copied, then right click on your mouse and click **Paste**.

To Change information on an existing expense, click on the expense amount displayed in the grid. The fields for that expense will display on the bottom half of the screen under the date. Key the correct information, then click [Update].

To Delete an expense, click on the expense amount displayed in the grid, then click the [Delete] button.

If Specialized Account Codes are not being used on this form, skip section **VIII. Detail Account Codes** and continue on to section **IX. Completion Tab**.

When all trip and expense information has been entered, click tab **4. Completion**.



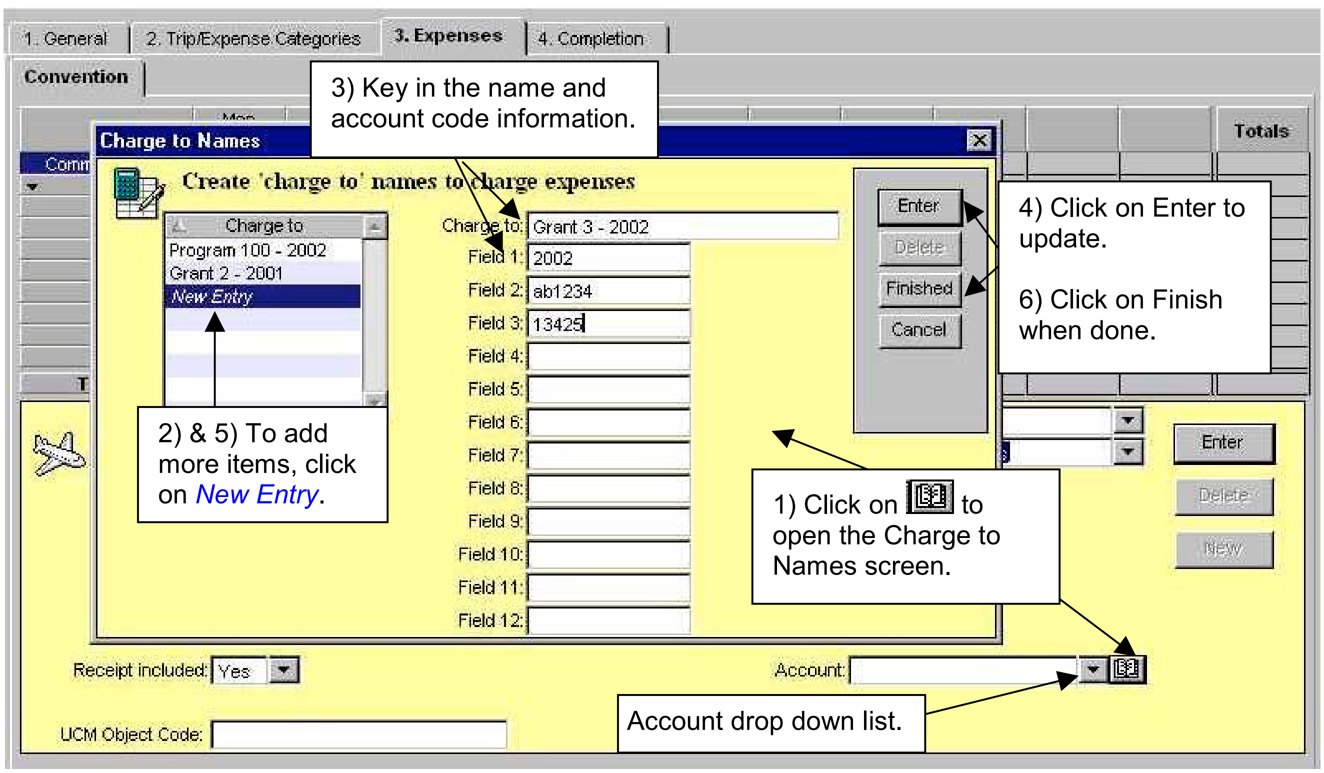
VIII. Detailed Account Codes – SKIP IF SPECIALIZED ACCOUNT CODES ARE NOT REQUIRE

To assign detail account codes the **Specialized Account Code** field on tab **1. General** must be designated with a high-level account code. The Detailed Account Codes (e.g., Index, PCA, etc.) are assigned to the expenses on the Expense tab using the **Account** field. Procedures for adding the Detailed Account Codes are provided on the following pages.

ADD New Detail Account Code <u>If the account code does not exist on the drop down list in the **Account** field:</u>

1) In the **Account** field, click on the button. The **Charge to Names** screen will appear.
2) In the listing called **Charge to,** click on *New Entry*.
3) In the **Charge to** field, key in a name associated with the account code, then in the following fields key the account code information. There are 12 fields with a maximum of 10 characters in each field. For departments using CALSTARS, by pointing your cursor over the field names, tip text will display identifying the CALSTARS field name.
4) When all Detail Account code information is keyed, click on Enter.
5) To add more items, click on *New Entry* in the **Charge to** field and repeat steps 2) through 4).
6) Click on Finished to return to the expenses.

Click on Enter to update the expense with the detailed account code identified in the **Account** field.



When all trip and expense information has been entered, click tab **4. Completion**.

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VIII. Specialized Account Codes (continued)

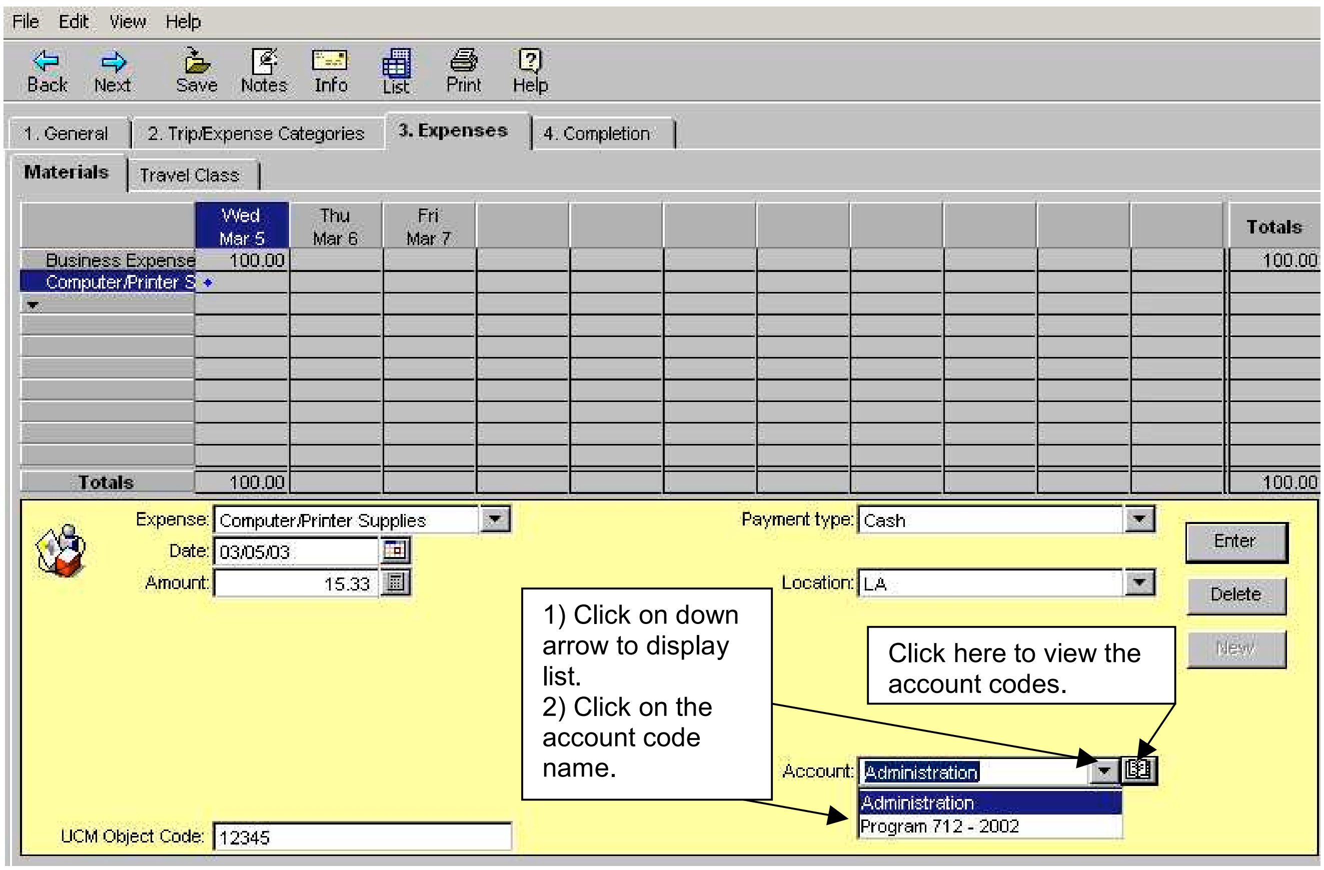
<u>Specialized Account Codes</u> (continued)

<u>If the item/account code exists on the drop down list in the **Account** field:</u>

1) Click on the down arrow in the **Account** field.
2) Click on one of the displayed "**Charge to**" items.

   To view the account codes assigned to the "**Charge to**" items listed, click on the button in the **Account** field (see example on previous page).

3) After selecting the desired account code, click on Enter.



When all trip and expense information has been entered, click tab **4. Completion**.

IX. Completion Tab

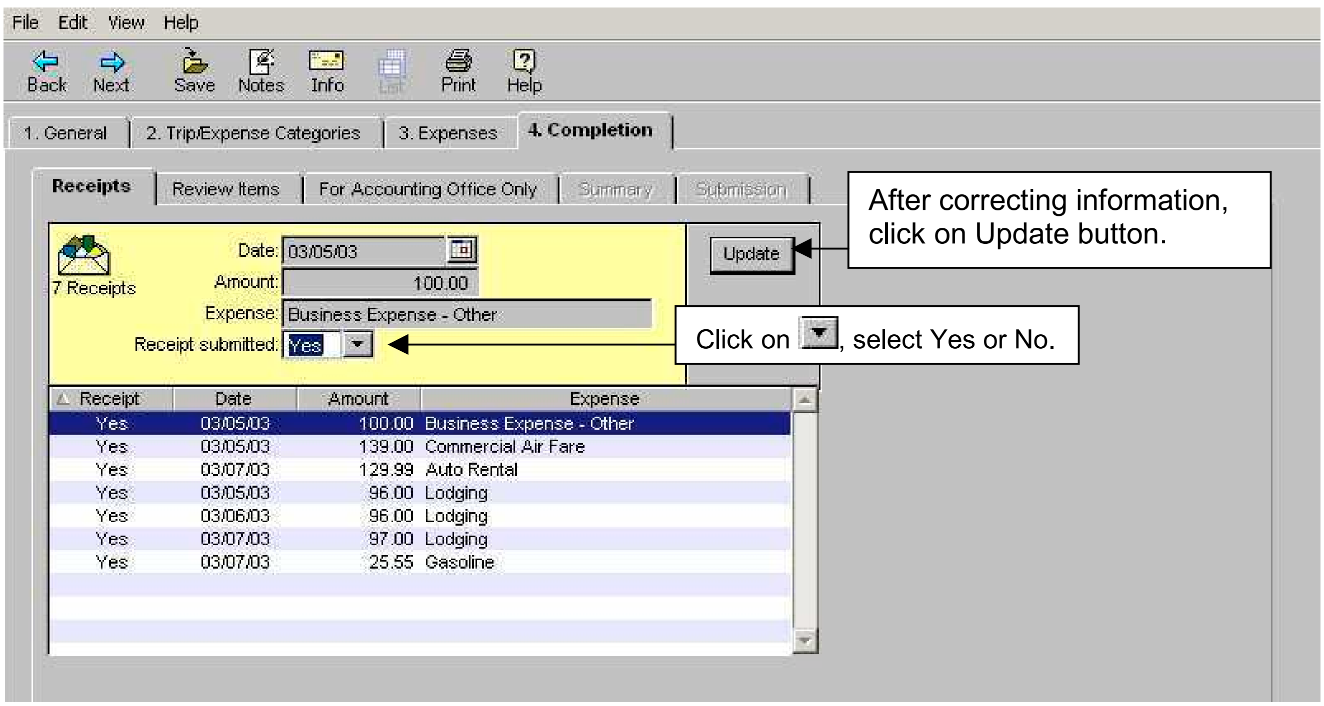
Under tab **4. Completion,** you will find additional tabs.

1) <u>Receipts Tab</u>

The **Receipts Items** tab will display only if expenses requiring receipts were listed. This screen lists all expenses keyed under tab **3. Expenses** that require receipts. On this screen you may change the **Receipt Submitted** field to **Yes** or **No** with a statement indicating why the receipt was not submitted or **Previously Submitted**.

To change the information in the **Receipt Submitted** field click on the down arrow  to select the appropriate receipt information, key any changes or information needed, then click 

.
After changes are made or if no changes are needed, click on the next tab **Review Items**.



IX. Completion Tab (continued)

2) Review Items Tab

The **Review Items** tab will display only if approval for the trip was required or if the expense is an exception and may require additional information or the expense requires mandatory review. If the **Status** field shows **Hard Stop**, click on tab **3. Expense**. Locate and correct or delete the expense creating the Hard Stop, then continue on to tab **4. Completion**.

Listed below are fields that may appear on the **Review Items** tab**:**

Response field **–** If a change is needed to the **Response** information, click the down arrow to select the desired **Response**. If the response is **No**, type in reason **Why**.

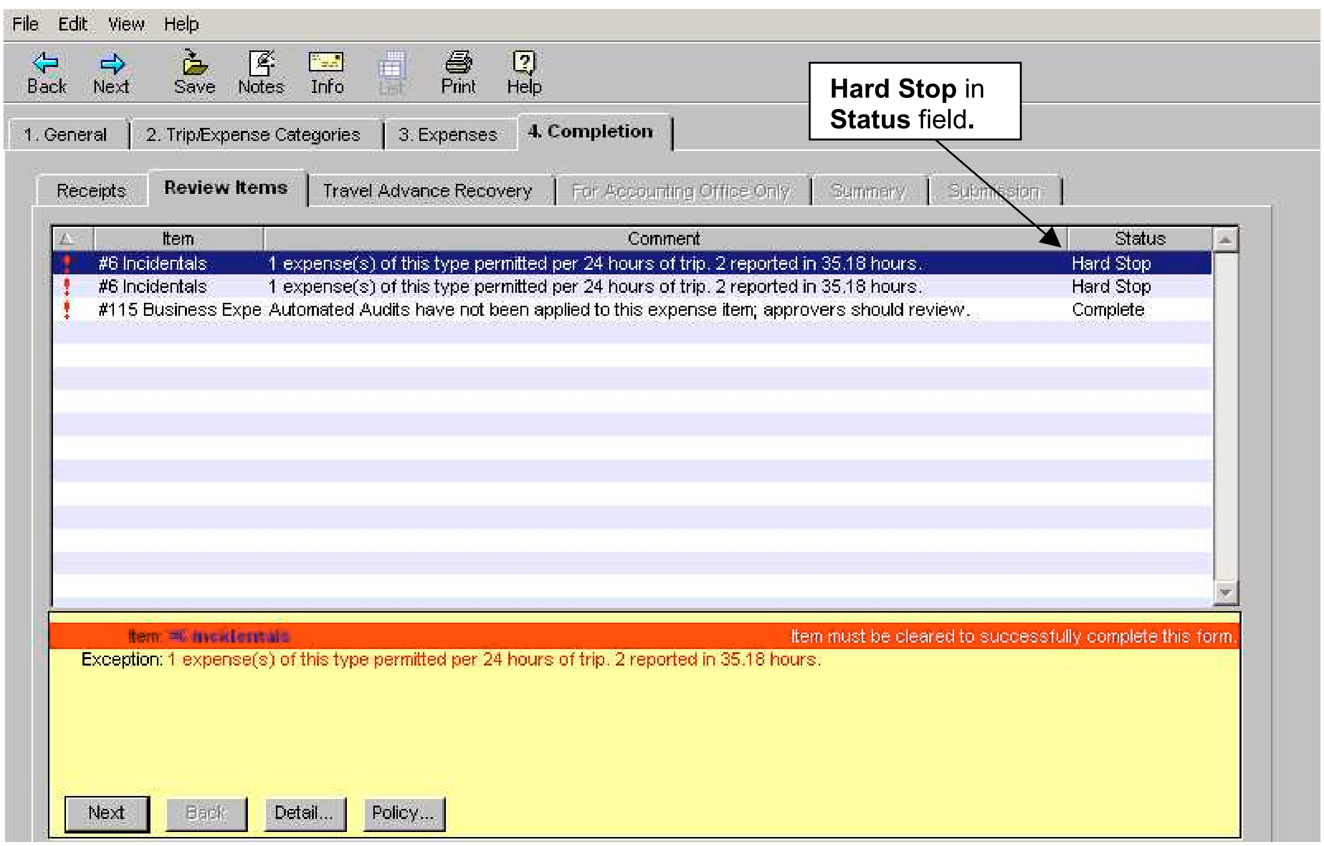
Reason field **–** Will display the reason given for the expense. Changes can be made by clicking in the box and keying in the new information.

At the bottom of the screen are buttons for Next and Back which will take you to the next or previous review item.

The Detail... button will display the information keyed from the **Expense** screen.

The Policy... button states the policy associated with the expense.

Once all expenses have been reviewed, click on the next tab **Travel Advance Recovery**.



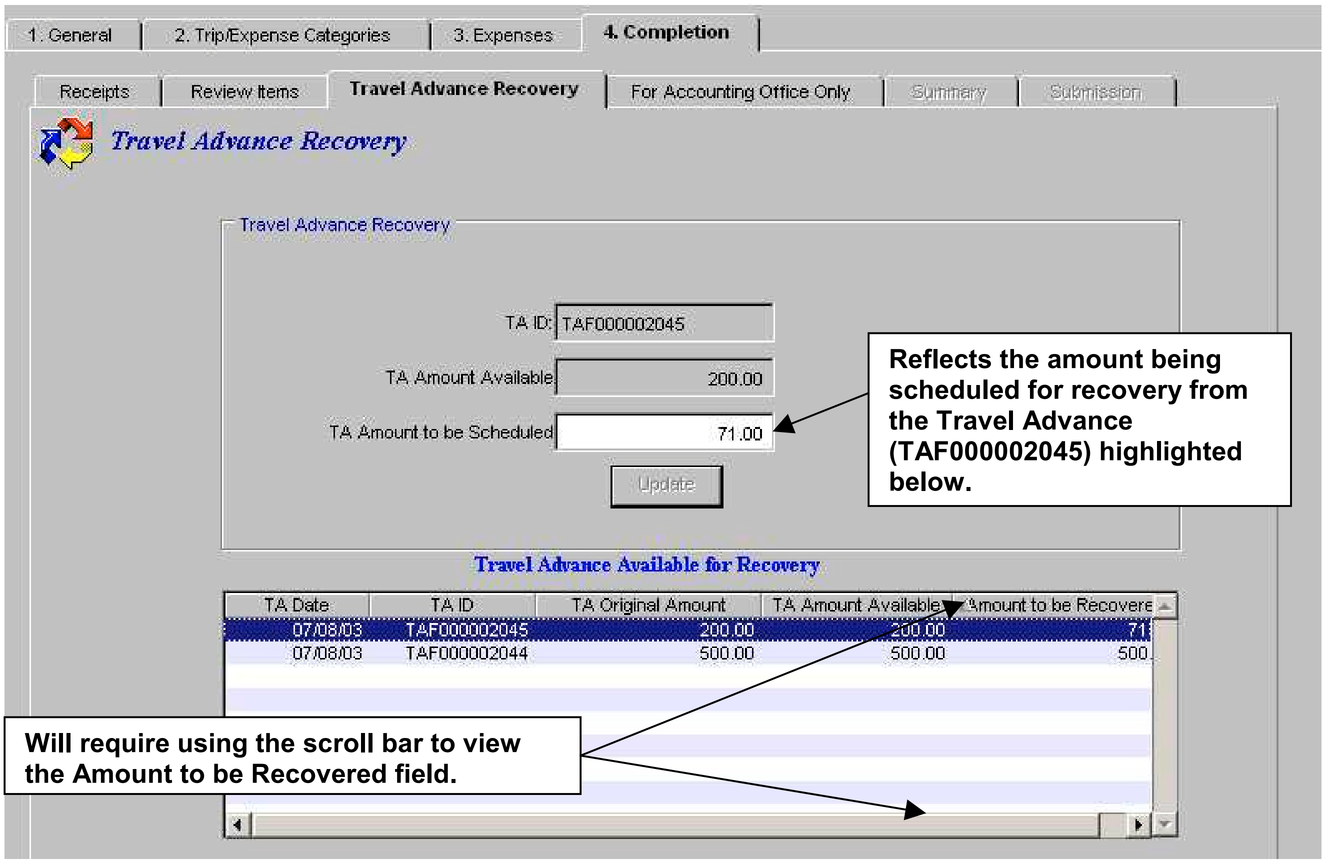
Continued on next page

IX. Completion Tab (continued)

3) Travel Advance Recovery Tab

The **Travel Advance Recovery** screen displays the outstanding Travel Advance amount to be recovered from this Expense Reimbursement. CalATERS will deduct the maximum amount from all outstanding Travel Advances. If the amount scheduled for recovery is incorrect, contact the accounting office.

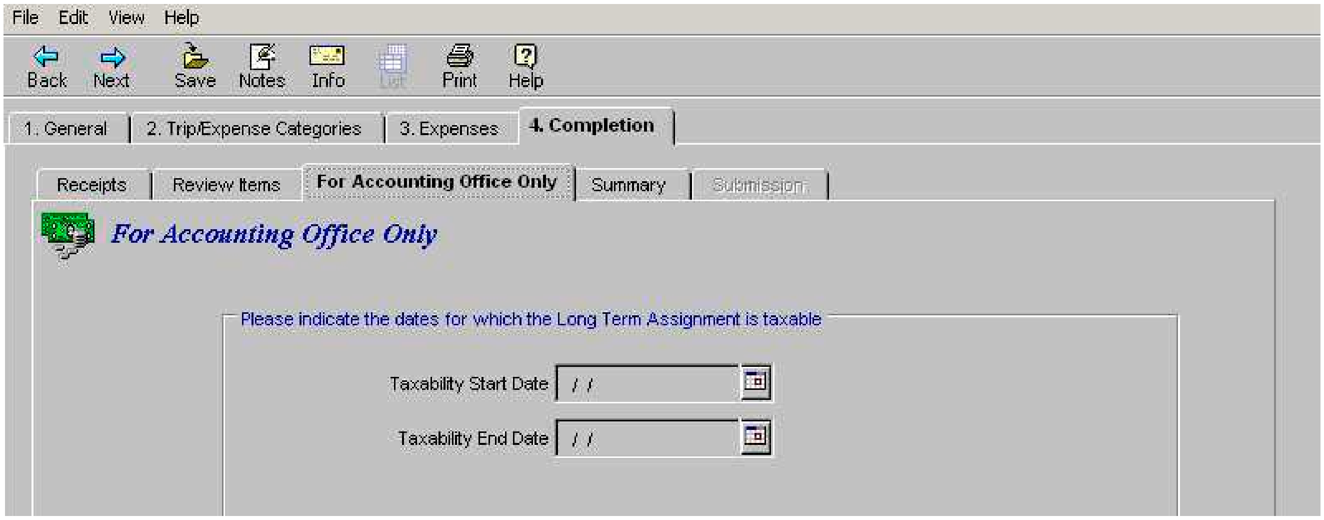
Click on the next tab **For Accounting Office Only.**



XI. **Completion Tab** (continued)

4) For Accounting Office Only

This screen is used only by the Accounting Office. Click on the **Summary** tab.



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XI. Completion Tab (continued)

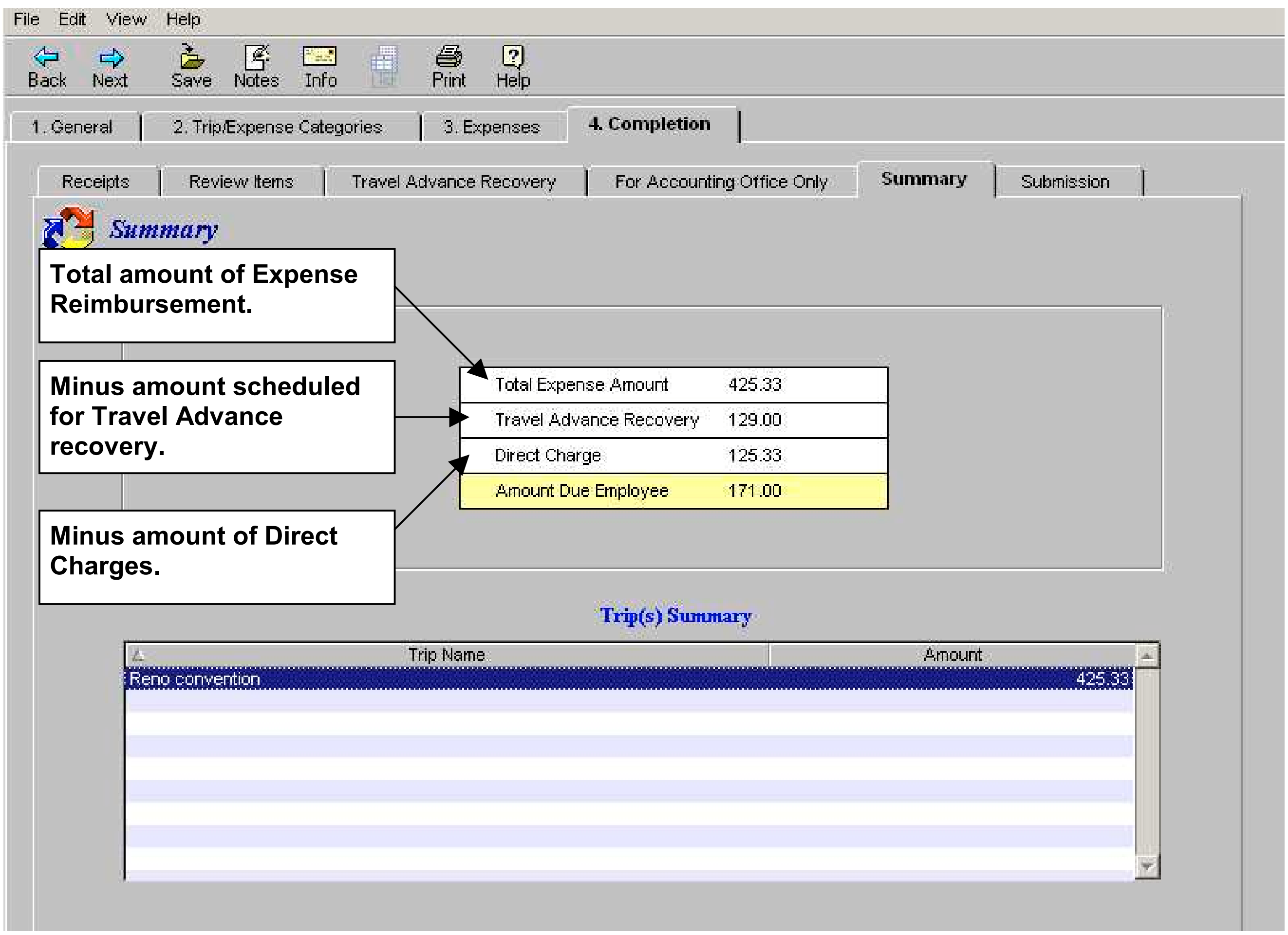
5) Summary

This screen reflects the total from the **Expense** listing minus the **Travel Advance Recovery** and **Direct Charge** amounts. The **Amount Due Employee** represents the reimbursable amount.

Also included at the bottom of the screen is a **Trip Summary**, which is a total of expense amounts for each trip reimbursement.

If the information is incorrect, you may go back to any screen by clicking on a tab and update information as needed.

If all information is correct, click on the **Submission** tab.



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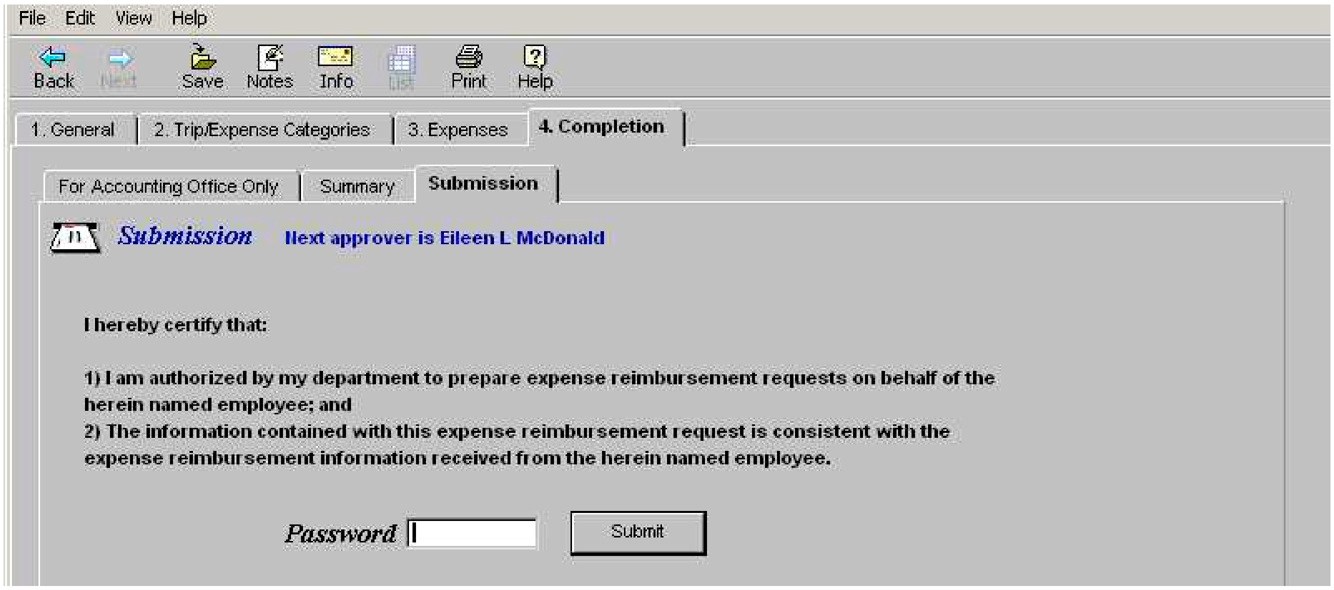
XI. Completion Tab (continued)

6) Submission Tab

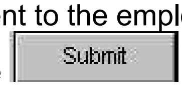
There are different functions based on whether you are keying the form as a **Preparer** or **Submitter**, follow instructions for your specific role.

SUBMISSION INSTRUCTIONS FOR <u>PREPARERS</u>

This screen is used to submit the Expense Reimbursement to the employee.



<u>Read the Submission Statement.</u>

To send the Expense Reimbursement to the employee, key your CalATERS sign in password in the ***Password*** field, then click the 

button.

The form will display on your Work Queue with a status of "Prepared" and will be forwarded to the employee. The form will display on the employee's Work Queue as a "Draft" form. An email will be sent by the system to the employee to notify him/her that an Expense Reimbursement has been prepared. The employee will be responsible for submitting the form for approval.

Note: The progress of the form can be monitored using the **Form Status** 

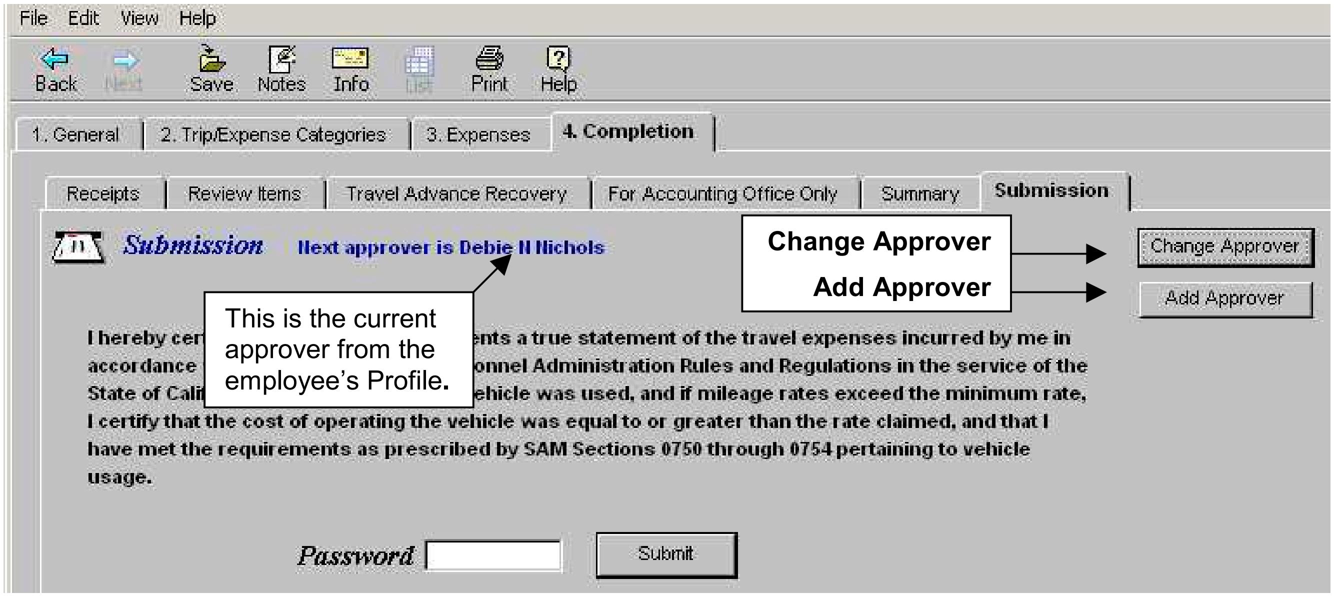
button available on your Work Queue. Specific information regarding Form Status can be found in the <u>Work Queue</u> instructions on the CalATERS website.

XI. **Completion Tab** (continued)

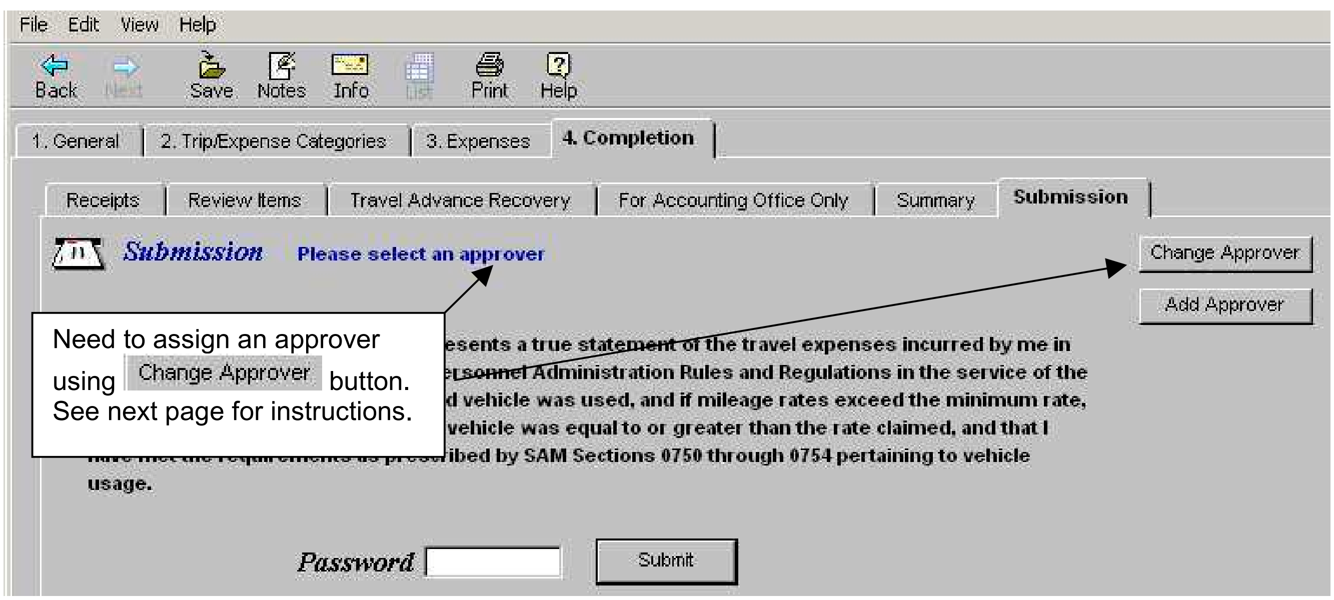
6) **Submission Tab** (continued)

SUBMISSION INSTRUCTIONS FOR SUBMITTERS

This screen is used to submit the Expense Reimbursement and to identify the person(s) responsible for approving the Expense Reimbursement. If the approver is incorrect, not displayed, or requires an alternate approver, procedures are provided on the following pages.



When Special Account Coding is assigned, an approver must be selected using the instructions on the following page titled **To Change, Assign or Select an Alternate Approver**.



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XI. Completion Tab (continued)

To Change, Assign or Select an Alternate Approver:

1) Click on the Change Approver button. The **Select Approver** screen will display.
2) Key the last name of the approver, then click Look Up.

3) The **Select A Person** screen will display. To change or assign the approver, click on the desired name, then click the Ok button. The Expense Reimbursement will go to the selected approver and a copy of the form will be sent to the employee's Default Approver.

Note: If the change to the default approver should apply to all future Travel Advances or Expense Reimbursements, inform the employee to correct the approver on their Profile. For information regarding updating the Profile, click on Update Your Profile located on the CalATERS website.

Continued on next page

To Add an Approver in Addition to the Current Approver:

1) Click on the Add Approver button. The **Select Approver** screen will display.
2) Key the last name of the approver, then click Look Up.

3) The **Select A Person** screen will display. To add the approver, click on the name, then click the Ok button. The Expense Reimbursement will first be routed to the Default Approver then to the added approver.

To Remove an Added Approver:

Click on the Remove Approver button.

The added approver will be removed.

Continued on next page

XI. Completion Tab (continued)

Submit Expense Reimbursement

Read the Submission Statement.

To submit the Expense Reimbursement, key your CalATERS sign in password in the ***Password*** field, then click the Submit button.

The Expense Reimbursement will be forwarded to the designated Approver and a copy will be sent to the employee. Once the Expense Reimbursement form is submitted, two email notifications will be sent by the system. One will be sent to the employee to notify her/him that the form has been submitted and another email will be sent to the designated Approver to notify him/her that an Expense Reimbursement has been submitted requiring his/her review/approval on CalATERS.

Note: The progress of the form can be monitored using the **Form Status** Status button available on your Work Queue. Specific information regarding Form Status can be found in the Work Queue instructions on the CalATERS website.

Travel Advance Error Message

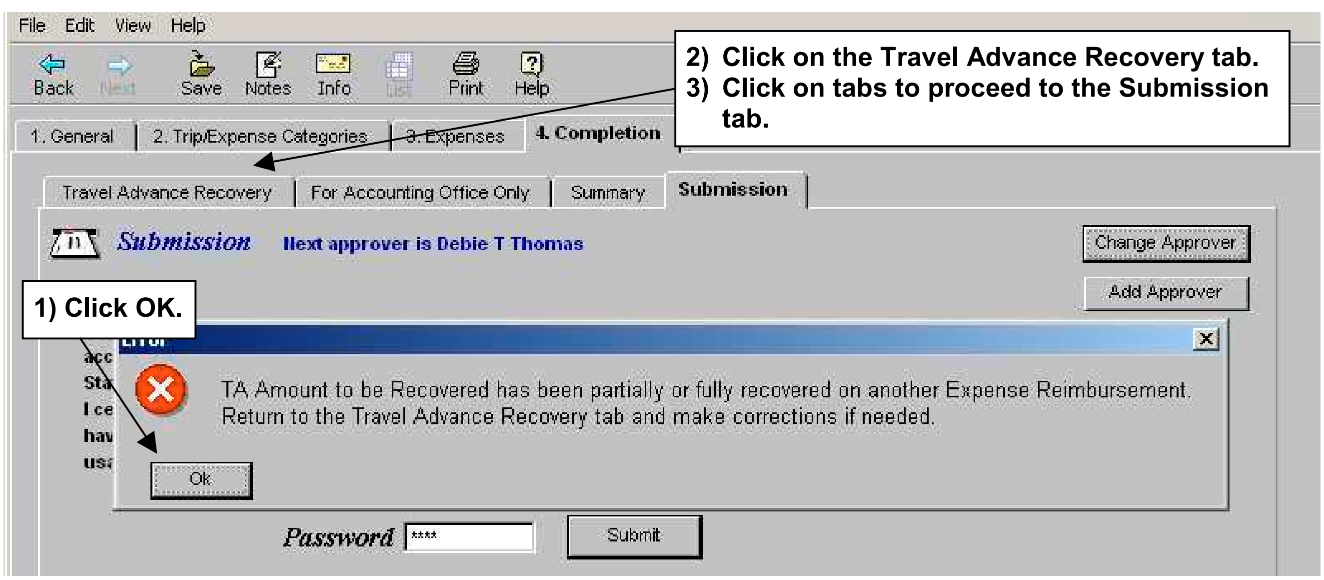
When a Travel Advance is scheduled for recovery and multiple Expense Reimbursement are in progress, you may receive an error message when submitting the form.

Click the Ok button then click on the **Travel Advance Recovery** tab. No other action is required on your part; the system will automatically recalculate the Travel Advance fields.

Click on the **For Accounting Office Only** tab and proceed to the **Submission** tab.

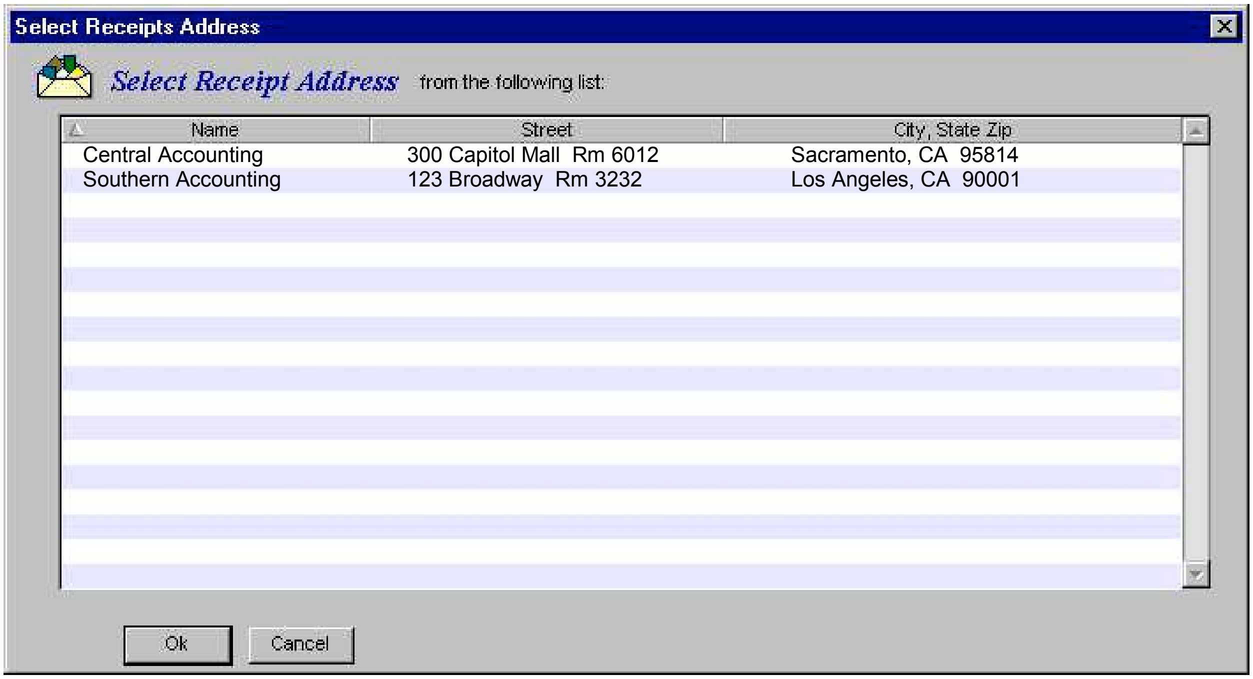
Submitters: Change or add approvers as needed.

Key in password then click Submit.



X. Print Reports

Once the Expense Reimbursement is submitted, the **Select Receipt Address** screen will display. Click on the address where receipts will be sent.

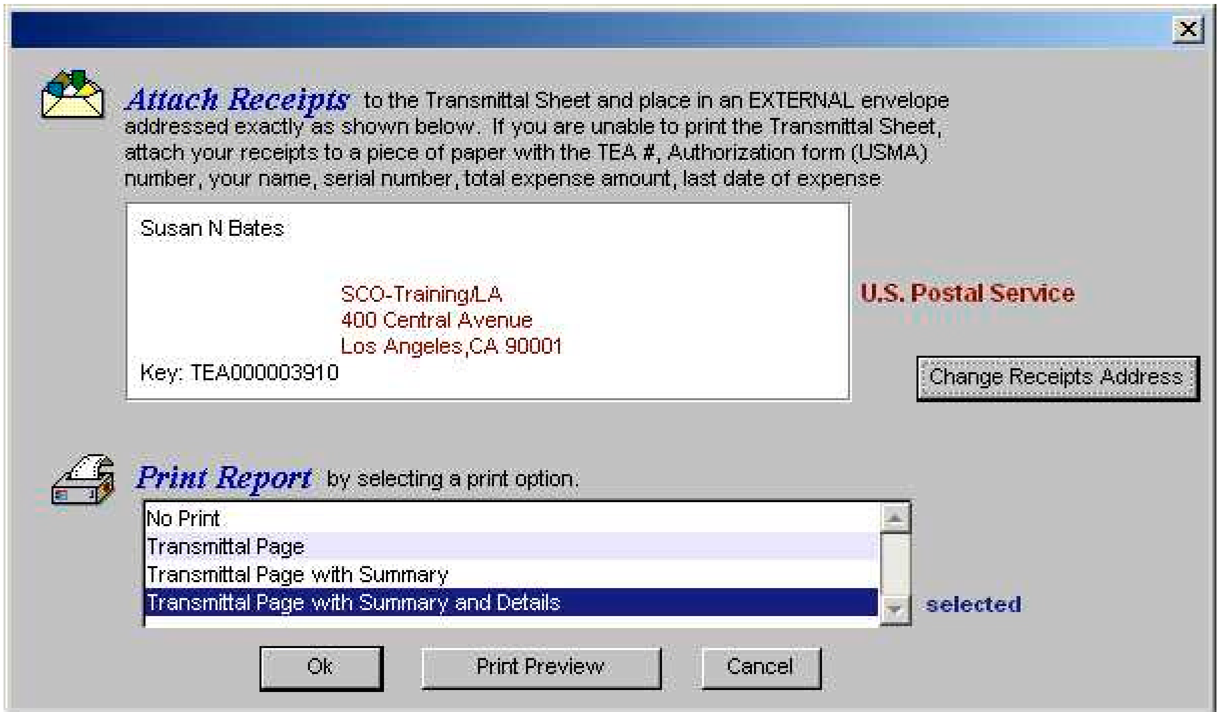


Continued on next page

X. **Print Reports** (continued)

The **Attach Receipts/Print Report** screen will display.

STOP! Do not mail your receipts to the selected address if your department requires approvers to verify receipts and the address is not the location of your approver. Attach your receipts to the transmittal sheet and forward to your approver



At the bottom of the screen is the **Print Report** screen. See **Report Samples** on following pages.

Click on one of the following options:

- **No Print** – none of the reports will be printed.
- **Transmittal Page** – only the Transmittal Page will be printed.
- **Transmittal Page with Summary** – will print both the Transmittal Page and the Travel & Expense Account Summary.
- **Transmittal Page with Summary and Details** – will print theTransmittal Page, the Travel & Expense Account Summary and Travel & Expense Account Summary & Detail.

Click on one of the buttons located at the bottom of the screen:

Perform the selected print or no print option.

Will allow you to view the reports selected.

Will exit to the Work Queue without printing.

XI. Report Samples

The following pages contain samples of Expense Reimbursement reports that can be printed using the printer icon 

:

1) **<u>Travel & Expense Account Transmittal Sheet</u>**
   This sheet identifies expenses that require a receipt and is used to attach the receipts.

2) **<u>Travel & Expense Account Summary</u>**
   This summary is in a chart/grid format. It identifies the Trip/Expense Category (Trip Type), Trip Name reported expenses associated to each Trip Type. It contains the date, name and amount of each expense with subtotals and totals. Also contained on this summary is the “Net Due Employee”.

3) **<u>Travel & Expense Account Summary & Detail</u>**
   This summary is in a list format and contains the Trip/Expense Category (Trip Type),Trip Name, date, expenses, amounts and Payment Type (i.e., direct charge or cash). Also contained on this summary are Comments added to the Note Log in the Expense Reimbursement form.

Important:	Amounts reflected in the above reports may change due to adjustments reducing expense amounts or changes to Travel Advances scheduled for recovery.

Continued on next page.

XI. Report Samples (continued)

1) Travel & Expense Account Transmittal Sheet

Amounts may change due to adjustments, reduced expense amounts or changes to Travel Advances.

Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

,

Employee Name	Coyote, Wiley
Expense Dates	03/05/01-03/07/01
Total Expense Amount	694.73
Amount Due Employee	0.00
Form ID	TEA000000638

DIRECTIONS FOR SUBMISSION

. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/05	Business Expense - Other	100.00	
2)	03/05	Lodging	85.00	
3)	03/06	Lodging	85.00	

2 *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	#115 Business Expense - Other	Mandatory review item (expense 100.00 on 03/05/01) .	

I have reviewed the following documents.

Approved by: ______________________________

Debie N Nichols

Ref: TEA000000638 **Page** ***Printed on 03/01/02***

XI. **Report Samples** (continued)

2) Travel & Expense Account Summary

Amounts may change due to adjustments, reduced expense amounts or changes to Travel Advances.

Travel & Expense Account Summary

Employee Name	Wiley Coyote		***Request Total***	$	694.73
Expense Dates	03/05/01-03/07/01		***Direct Charge Total***	-	308.33
Report Name	Los Angeles 3/5-7		***Travel Advances***	-	386.40
			Net Due Employee	=	0.00

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	LA Course Fees	100.00
Regular Travel	LA Class	594.73

NOTE: (d)=Direct Charge

DATE	Mon Mar 5	Tue Mar 6	Wed Mar 7							TOTAL
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00	18.00								36.00
Lodging	85.00	85.00								170.00
Mileage, Personal Auto	6.20		6.20							12.40
Commercial Air Fare (d)	182.00									182.00
Breakfast		6.00	5.00							11.00
Incidentals		6.00	6.00							12.00
Gasoline			15.00							15.00
Auto Rental (d)			126.33							126.33
TOTALS $	301.20	125.00	168.53							594.73

DATE	Mon Mar 5									TOTAL
Business Expense - Other	100.00									100.00
TOTALS $	100.00									100.00

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XI. **Report Samples** (continued)

3) Travel & Expense Account Summary & Detail

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	LA Course Fee	03/05/01	Business Expense - Other	100.00	Corporate Card
Regular Travel	LA Class	03/05/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/05/01	Dinner	18.00	Cash
Regular Travel	LA Class	03/05/01	Lodging	85.00	Corporate Card
Regular Travel	LA Class	03/05/01	Mileage, Personal Auto	6.20	Cash
Regular Travel	LA Class	03/05/01	Commercial Air Fare	182.00	Direct Charge
Regular Travel	LA Class	03/06/01	Breakfast	6.00	Cash
Regular Travel	LA Class	03/06/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/06/01	Dinner	18.00	Cash
Regular Travel	LA Class	03/06/01	Lodging	85.00	Corporate Card
Regular Travel	LA Class	03/06/01	Incidentals	6.00	Cash
Regular Travel	LA Class	03/07/01	Breakfast	5.00	Cash
Regular Travel	LA Class	03/07/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/07/01	Incidentals	6.00	Cash
Regular Travel	LA Class	03/07/01	Gasoline	15.00	Cash
Regular Travel	LA Class	03/07/01	Mileage, Personal Auto	6.20	Cash
Regular Travel	LA Class	03/07/01	Auto Rental	126.33	Direct Charge

Comments are entries from the Note Log.

Comments

Subject	Comment
Trip Selection	Included the class materials under separate Non-Expenses Trip Type.

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